

Study to review the implementation of the Beijing Platform for Action in the EU



EIGE/2013/OPER/13

TENDER SPECIFICATIONS

**Study to review the implementation of the Beijing
Platform for Action in the EU – Beijing +20**

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.

CONTENTS:

1	TECHNICAL SPECIFICATIONS	3
1	CONTRACTING AUTHORITY	3
2	GENERAL BACKGROUND	3
2.1.1	<i>EU COMMITMENT TO THE BEIJING PLATFORM FOR ACTION</i>	3
2.1.2	<i>REVIEW OF IMPLEMENTING THE BPfA IN THE EU</i>	4
2.1.3	<i>EIGE'S SUPPORT TO THE PRESIDENCIES OF THE COUNCIL OF THE EU</i>	4
3	SCOPE OF THE STUDY	5
4	OBJECTIVES AND TASKS.....	6
2	THE TENDER	19
2.4.1	<i>SECTION ONE: ADMINISTRATIVE INFORMATION</i>	20
2.4.2	<i>SECTION TWO: EXCLUSION CRITERIA DOCUMENTATION</i>	22
2.4.3	<i>SECTION THREE: SELECTION CRITERIA DOCUMENTATION</i>	23
2.4.5	<i>SECTION FOUR: TECHNICAL OFFER</i>	25
2.4.6	<i>SECTION FIVE: FINANCIAL OFFER</i>	26
3	THE ASSESSMENT PROCEDURE	28
3.1	EVALUATION OF THE TENDERERS	28
3.1.1	EVALUATION OF THE TENDERS.....	28
3.1.2	AWARD OF THE CONTRACT	32
1.	<i>AWARD PRINCIPLE</i>	32
2.	<i>INFORMATION TO TENDERERS</i>	32
3.	<i>STANDSTILL PERIOD</i>	32
4.	<i>Evidence by Contractor</i>	32
5.	<i>NO OBLIGATION TO AWARD THE CONTRACT</i>	32
4	NATURE OF THE CONTRACT	33
4.1	STARTING DATE OF THE CONTRACT AND DURATION OF THE TASKS	33
4.2	PLACE OF PERFORMANCE.....	33
4.3	VOLUME OF THE CONTRACT	33
5	TERMS OF PAYMENT	33
5.1	GUARANTEES	33
5.2	DATA PROTECTION	33
5.3	PUBLICATION OF RESULTS	33

1 TECHNICAL SPECIFICATIONS

1 CONTRACTING AUTHORITY

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 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 of 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 study commissioned through this Invitation to Tender is undertaken within the scope of EIGE's Work Programme 2013. It is part of EIGE's wider framework of activities aimed at supporting the Presidency of the Council of the EU in monitoring the progress in implementing the objectives of the Beijing Platform for Action.

2 GENERAL BACKGROUND

2.1.1 EU COMMITMENT TO THE BEIJING PLATFORM FOR ACTION

The 4th United Nations World Conference on Women, held in Beijing in 1995, proclaimed the *Beijing Declaration and Platform for Action for Equality, Development and Peace* (BPfA).³ The BPfA is an agenda for women's empowerment. It aims at promoting and protecting the human rights of women and girls, reaffirming these rights as an inalienable, integral and indivisible part of universal human rights (United Nations, 1995). The Platform for Action seeks to improve the situation of all women⁴, who often face similar barriers, with special attention given to groups that are the most disadvantaged. It contains a set of strategic objectives that are considered critical areas of concern: (A) women and poverty, (B) education and training of women, (C) women and health, (D) violence against women, (E) women and armed conflict, (F) women and the economy, (G) women in power and decision-making, (H) institutional mechanisms for the advancement of women, (I) human rights of women, (J) women and the media, (K) women and the environment and (L) the girl child. In each of these areas, the problem is defined and strategic objectives are proposed, with recommendations for concrete actions to be taken by various actors in order to achieve these objectives.

All 28 EU Member States endorsed the document and recognised their responsibility to act in order to implement the BPfA. While national governments have the primary responsibility for the advancement of gender equality, the European Union has also a significant role to play as it contributed to the text of the Beijing Declaration and declared committed to promote its objectives. In December 1995, the

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

² Article 3, 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 Beijing Declaration and Platform for Action <http://www.un.org/womenwatch/daw/beijing/platform/>

⁴ Mission Statement, <http://www.un.org/womenwatch/daw/beijing/platform/plat1.htm#concern>

European Council acknowledged the European Union's commitment to the BPfA and expressed its intent to review BPfA implementation across the Member States on a yearly basis. Since 1999, quantitative and qualitative indicators have been developed by successive presidencies of the Council for the purposes of monitoring progress towards achieving the BPfA goals. By 2013, eleven areas of concern have been analysed and the implementation of several of their objectives assessed using existing indicators.

2.1.2 REVIEW OF IMPLEMENTING THE BPfA IN THE EU

Since 1995 when the BPfA was proclaimed and the EU endorsed it, three reviews of its overall implementation have been carried out worldwide⁵ and within the EU. The EU presented its own assessments:

- in 2000, *Implementation by the European Community of the Platform for Action adopted at the Fourth World Conference on Women in Beijing 1995* prepared by the Portuguese Presidency of the Council of the EU (European Commission, 2000)⁶;
- in 2005, *Beijing +10: Progress made within the European Union* prepared by the Luxembourg Presidency of the Council of the EU⁷;
- in 2010, *Beijing+15: The Platform for Action and the European Union* prepared by the Swedish Presidency of the Council of the EU⁸.

In 2015, the Commission on the Status of Women, during its 59th session will review and assess the progress in the situation of women and gender equality globally and in the EU. Following its commitment to review and assess the implementation of the BPfA, the EU will present its 4th review of the BPfA.

In the process of preparing the 4th review, the European Institute for Gender Equality will have a significant role as it, together with the European Commission and the High Level Group on Gender Mainstreaming, will be preparing the report to be presented to the Italian Presidency of the Council of the EU.

The 4th review on the implementation of the BPfA in the European Union will follow a similar structure to the previous three reviews carried out under the Portuguese Presidency (2000), the Luxembourg Presidency (2005) and the Swedish Presidency (2010). The main purpose of the review is to assess the developments, as well as the set-backs, since 2010 of the objectives set in the 12 areas of concern of the BPfA and to provide recommendations for further actions to promote gender equality in the EU.

The Member States of the EU also participate individually in the regional review process of the implementation of the BPfA coordinated by the United Nations Economic Commission for Europe (UNECE).⁹ The 4th review will include data and information provided by the Member States in their answers to the UNECE questionnaire.

2.1.3 EIGE'S SUPPORT TO THE PRESIDENCIES OF THE COUNCIL OF THE EU

Within the scope of its mandate, EIGE has been providing technical support to the rotating Presidency of the Council of the European Union as part of the on-going follow-up of the implementation of the BPfA in the EU. The task that EIGE performs within this context is to review and improve the existing indicators previously adopted within the Council; to propose new indicators in areas not investigated before or for objectives not previously addressed; and to report on trends and developments in the selected area(s).

⁵ See <http://www.un.org/womenwatch/daw/beijing/govstatements.html>

⁶ See <http://www.un.org/womenwatch/daw/followup/responses/euquestionnaire.pdf>

⁷ <http://ec.europa.eu/social/BlobServlet?docId=3683&langId=en>

⁸ <http://www.eige.europa.eu/content/document/beijing-15-platform-action-and-european-union-report-swedish-presidency-council-eur>

⁹ See <http://www.unece.org/gender/welcome-new/monitoring-progress/overview.html>

Since 2010, EIGE presented four reports for the presidencies of the Council (Poland, Denmark, Cyprus, and Ireland) and has under preparation two other to be presented to the current (Lithuania) and then to the upcoming presidency (Greece). The reports formed the basis of the Council conclusions adopted during the EPSCO Council each year. In 2012 and 2013, the EPSCO Council adopted new indicators in the area K: Women and the Environment (2012) and area J: Women and the Media (2013) based on the reports presented by EIGE.

The conclusions of the last EU wide BPfA review recommended that 'Member States should develop indicators in areas of concern not previously addressed, using the expertise of the European Institute for Gender Equality'. This task has nearly been completed as only one area of concern (area I: Human Rights of Women) has never been addressed. Nevertheless further analysis and assessment of the performance of the EU and its Member States in reaching the objectives of the BPfA should be carried out continuously.

The 4th EU wide review of the BPfA will analyse the current situation within the EU concerning gender equality in relation to the objectives of each area of concern of the BPfA, will assess the progress in gender equality on the basis of existing Beijing indicators. The 4th EU wide review aims to analyse the gaps and further challenges in terms of data collection for existing indicators, means of improving them, but will not propose new ones.

The overall activity aims at:

- analysing and reviewing all areas of concern;
- providing advice on updating and improving existing indicators;
- developing a report on the progress made in the implementation of the objectives in all areas of the BPfA since 2010;
- promoting the visibility of the Beijing indicators.

In order to contribute to the implementation of the aforementioned tasks, EIGE is launching this invitation to tender for a service contract regarding the study on the 4th EU wide review of the implementation of the Beijing Platform for Action. The study will serve as a basis for EIGE's report to be presented to the Italian Presidency of the Council of the EU in the second semester of 2014.

3 SCOPE OF THE STUDY

The study shall focus on reviewing the implementation of the BPfA in the European Union. It shall provide a thorough assessment of the implementation of all strategic objectives set up in the 12 areas of BPfA in the context of the EU policy priorities and targets on gender equality (the Europe 2020 Strategy, the Gender Equality Pact (2011-2020), the Commission's Strategy for Equality between Women and Men 2010-2015, policy orientations for EU institutions and Member States provided by Council conclusions on the follow-up of BPfA, etc.).

The review shall present the most recent situation of gender equality, assess and analyse the trends since 2010 by identifying achievements, gaps and challenges in each area of concern at both EU and national level. The existing Beijing indicators and available data at EU level shall provide the factual basis for analysis and assessment of gender equality across the EU and its Member States. Good examples of national legal and policy measures to promote gender equality shall be presented, where appropriate. Recommendations for further actions to be taken at EU and Member States' level to reach the objectives set in the BPfA shall be provided.

At the same time, the study shall carry out a more in-depth focus on the review of the area of Violence against Women and assess in detail the availability and quality of existing data relevant for this area, both at EU and Member State level. The in-depth analysis of this specific area aims to explore new ways to measure forms of violence against women other than domestic violence and, if possible, suggest new indicators.

The study shall provide an analysis based on existing quantitative and qualitative data and information for all 12 areas of BPfA in all 28 EU Member States and, where relevant and if available, the information provided by the EU Member States' reporting to the UNECE. The existing data and information collected by EIGE and presented under its database *Women and Men in Europe. Facts and*

Figures as well as the results of other relevant studies that EIGE commissioned since 2010 will be made available. They shall represent the starting point and the basis of analysis for the current study.

The study to be carried out under this contract is commissioned within the scope of the Institute's Work Programme 2013 and its Mid Term Work Programme 2013 – 2015.

4 OBJECTIVES AND TASKS

1. OBJECTIVES

The objective of the study is to produce an in-depth analysis at EU level by assessing the achievements and set-backs of gender equality when implementing actions for reaching the strategic objectives of all 12 areas of concern of the Beijing Platform for Action. The time frame is since the last EU wide review of the BPfA presented in 2009.

The study shall consider the latest developments at the institutional level of the EU in the area of gender equality, the implementation of the BPfA at EU and national level in 12 areas of concern, and shall assess trends, progress and major challenges in gender equality emerging from the EU-wide data since 2010.

The overview will use available sources of qualitative and quantitative data and information at EU level, and where relevant and if available, the information provided by the EU Member States' reporting to the UNECE.

2. TASKS AND ACTIVITIES

The specific objectives and tasks of the study are:

Task 1. On the basis of a literature and documentation review, provide an analysis of the implementation of the strategic objectives of all critical areas of concern of the BPfA in the European Union since 2010. Assess the objectives of the BPfA in the context of EU policy priorities and targets.

The analysis shall be based on a thorough analysis of documents such as the Europe 2020 Strategy, European Pact for Gender Equality (2011-2020), the Commission's Strategy for Equality between Women and Men 2010-2015, policy orientations for EU institutions and Member States provided by Council conclusions on the follow-up of BPfA and other relevant documents. The main findings and conclusions of relevant research shall also serve as important sources of reference.

Activities:

- 1.1 Describe the methodology used for the literature and documentation review.
- 1.2 Provide an overview of developments at institutional level of the EU in the area of gender equality since 2010.
- 1.3 Provide a general overview of the latest legislative and policy developments in the EU since 2010 in regards to gender equality in all areas of concern of BPfA: poverty, education, health, violence, armed conflict, economy, decision-making, institutional mechanisms, media, environment, human rights and the girl child. Assess thoroughly the EU policy priorities and targets within the framework of the objectives set in the BPfA.
- 1.4 Present the major legal and policy achievements and challenges of the EU in relation to the objectives of the BPfA in all areas of concern since 2010.
- 1.5 Provide a list of bibliographical sources addressing the area.

Task 2. On the basis of a literature and documentation review, provide an overview of good examples of legal and policy measures and initiatives taken by the Member States to achieve the strategic objectives of the BPfA since 2010.

Legal and policy documents on gender equality at national and regional level should be analysed together with relevant research, providing evidence of the effective and efficient measures taken on national level in terms of their positive impact on gender equality.

The Council of the EU has adopted Conclusions on the follow up of the BPfA and thus provided specific recommendations to the Member States. The Council conclusions since 2010 should also be considered as an important source of reference for the analysis of measures taken at national level to promote gender equality.

Activities:

- 2.1 Describe the methodology used for the review of the legislative and policy measures adopted and implemented by the 28 EU Member States in the area of gender equality since 2010.
- 2.2 Analyse the latest legislative and policy developments in the 28 EU Member States since 2010 in relation to the strategic objectives set in the BPfA and identify good examples of legal and policy measures and initiatives, which had a positive impact on gender equality.
- 2.3 Analyse the implementation of recommendations addressed to the Member States in Council conclusions on the follow up of the BPfA since 2010 and identify good examples of measures and initiatives taken by Member States to implement those recommendations.
- 2.4 Analyse EIGE's studies and resources on good practices, collected in the context of the follow up of the BPfA in the EU.
- 2.5 Provide a list of bibliographical sources addressing the area.

Task 3. Based on available sources of qualitative and quantitative data and information at EU level, present and analyse trends, progress and major challenges in gender equality in the EU since 2010.

The analysis shall cover all areas of concern of the BPfA. The existing Beijing indicators and EU-wide data shall provide the factual basis for analysis and assessment of gender equality across EU and its Member States.

The data used for analysis shall be, to the extent possible and where available, comparable, harmonised and regularly collected from all 28 EU Member States (for example, data from Eurostat, DG Just, Eurofound, UNECE, etc.). The data shall enable, where possible, a comparative analysis over time (since 2010) and among EU-28 (e.g comparisons with Croatia may not be always possible, but should always be included, if data is available).

Activities:

- 3.1 Describe the methodology for data presentation and analysis, including how identification and access to different databases will be ensured. The presentation and analysis of the data for all areas of concern should be done in a uniform way.
- 3.2 Assess progress on the availability of data and EU- wide indicators for the follow-up of the BPfA since 2010.
- 3.3 Identify and present the emerging trends and biggest achievements in gender equality in each area of the BPfA in the EU, based on EU-wide data and existing Beijing indicator since 2010.
- 3.4 Identify and present the most recent examples of significant gender gaps and future challenges for gender equality in each area of BPfA in the EU.
- 3.5 Analyse the trends emphasised in the latest Member States' reporting to UNECE, if available.
- 3.6 Build a database where all collected data shall be stored. The database shall allow data extraction by selected variables for further analysis.

Task 4. Assess in detail the availability and quality of data in the area of Violence against Women and provide recommendations for improving the quality of EU wide data and the potential new indicators covering various forms of violence against women.

Activities:

- 4.1 Present and assess the identified EU wide and international data relevant for the area of Violence against women. Studies, reports and data developed within Member states are also of relevance and need to be assessed.

- 4.2 Make use of the already collected and presented data at EU level, either through EIGE reports and several analyses.
- 4.3 Present the methodology for assessing the existing information and data for the purpose of suggesting new indicators.
- 4.4 Present with explanations and data new possible EU wide indicators for aspects of violence against women other than domestic violence.

Task 5. Based on the objectives of the BPfA and results of the study, develop sound conclusions and recommendations for further actions to be taken in each area of the BPfA at EU and national level to achieve gender equality.

Activities:

- 5.1 Present quantitative and qualitative analysis of the identified data and information, providing a review of the situation at EU level, and in the EU Member States.
- 5.2 Provide a comparative analysis over time (since 2010) at EU level, and in the EU Member States.
- 5.3 Identify and assess factors that have influenced major developments and the current situation.
- 5.4 Based on the identified and analysed data and information, provide conclusions and recommendations at both EU and Member State levels.

Task 6. To prepare a detailed report, which shall include a review and appraisal of development of gender mechanisms at institutional level of the EU, implementation of actions in all critical areas of concern of the BPfA at the EU level and in Member States, major trends, achievements and challenges emerging from EU-wide data and existing Beijing indicators since 2010 and Member States' reporting to the UNECE , and conclusions and recommendations standing out from the literature review and data analysis.

Task 7. To prepare specific knowledge-based communication products designed to facilitate the dissemination and accessibility of the results of the study in a concise and comprehensive manner. These products shall be targeted at EIGE's stakeholders. The overview provided should be clear and explicit and should be supported by relevant graphics/images. They should be supplied in a publishable form.

Activities:

- 7.1 Develop two factsheets presenting the results of the 4th review of the BPfA in the EU. The themes for the factsheets will be discussed and agreed upon in consultation with EIGE during the project implementation. The tenderer is expected to propose tentative themes for the factsheets in the technical proposal.
- 7.2 Produce a summary report (main findings) of the study. It shall summarise the main aspects of the study and be developed in a format for a broader circle of public.
- 7.3 Produce an abstract of the study and identify keywords in order to facilitate classification and identification of the areas covered by it.
- 7.4 Provide an executive summary of the analysis.
- 7.5 Contribute to two experts' meetings on topics of the BPfA (organised by EIGE in 2014) by identifying the potential experts and speakers, proposing a meeting agenda, giving presentations and moderating discussions, if needed, and drafting a meeting report.

3. 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 ensuring the achievement of the defined objectives and tasks. The tenderer shall clearly indicate how the information (literature, documents, etc.) and data existing in any of the EU official

languages will be identified, obtained and analysed, and how the providers of data and information will be reached.

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

- The description of the methodology of literature and documentation review. The background description shall include the overview of policy and legislative developments at EU level, and good examples of legal and policy measures and initiatives taken by the Member States to achieve the strategic objectives of the BPfA since 2010. It shall also include the review of major research findings and conclusions on the main thematic aspects of the study. A literature and documentation review shall cover the sources of data and information in all 28 EU Member States.
- The description of the methodology to be applied for assessing the existing data both at EU and Member State level. Also, methodology for reviewing some of these data and improvements that can be done to their future collection, presentation and analysis. These methodologies shall be part of the review and assessment of indicators for each of the 12 areas of the BPfA. The contractor shall use data that is comparable, harmonised and regularly updated (collected by Eurostat, Eurofound and other international sources).
- The description of methodology for assessing the existing data in the area of violence against women with the purpose to propose new EU wide indicators.
- The contractor shall be ready and able to request, receive and work with micro-data. The contractor shall ensure compliance with the requirements for receiving the micro-data for research purposes.

Quality assurance shall be exercised by the project management to meet methodological requirements of analytical rigour particularly on information search, data collection and validation.

4. DELIVERABLES

The Contractor shall work closely with EIGE through a regular exchange of information. Throughout the implementation of the study the following deliverables shall be provided:

DELIVERABLES	DESCRIPTION	WEEK
Inception Report	Main points discussed and agreed in the inception meeting.	Week 3
Interim Report	Presents the first findings and preliminary information for: <ul style="list-style-type: none"> • the literature and documentation review, the data and information obtained; • first preliminary analyses within each area of the 12 of the BPfA; • first preliminary conclusions and possible recommendations. • statistical annexes and bibliography. Outline of the next phases of the project, with deliverables and dates. It should also reflect any changes, if this is the case and have been accepted.	Week 12
Final Report	All the items described in specific objectives 1, 2, 3, and 4 together with statistical annexes, bibliography and any other relevant annexes.	Week 27
Executive Summary	A concise summary of the main findings, conclusions and recommendations of the study, and an outline of the content of the report. It should have maximum 10 pages.	Week 27
Bibliography and references	List of the main used and cited authors, reports, analyses, databases, including reference to the web-site where they can be accessed. The style of citation and presentation can be checked at: www.eige.europa.eu/content/publications	Week 27
Database	All the statistical data and information, other type of information (legislation, reports, policy documents, and analyses) need to be presented in a format (usually Excel) that allows access and also use. Tables, graphs need also to be part of the database and included in the Annexes to the Final Report.	Week 27
Summary Report	It is a shorter version of the main findings of the Report as it follows the content structure of this, including graphs and tables. It needs to include some of the collected good examples from the Member States. The style of writing needs to facilitate the message to a wider public, policy makers and no-specialists. The maximum number of pages should be up to 30.	Week 29
Abstract	One page document containing the main messages (results, conclusions,	Week 29

	recommendations) of the report.	
Two factsheets	<p>A fact-sheet is a presentation of the main policy developments in the specific area, the main findings from the study accompanied by data in a format which emphasizes key points concisely. The layout is simple and often standardized, e.g. using a table, graphs, headings, and is a single printed page.</p> <p>The aim is to provide readers with an overview of the subject of the report, main conclusions and recommendations in an accessible and understandable language.</p> <p>Examples of previous fact sheets prepared by EIGE can be found at: www.eige.europa.eu/content/publications</p>	Week 29

All the deliverables listed above must be submitted in an excellent standard of English (UK).

The reports must be written in a clear and simple way, providing information and analysis that can be understood by non-specialists. The reports and the abstract must be in MS Word and PDF format. The format of Annexes may vary depending on the type of information presented.

When preparing the deliverables, the Contractor must follow EIGE's guidelines on abbreviations, ordering of countries, referencing, text layout, editing, etc. The guidelines will be provided to the Contractor at the inception meeting.

The final versions of all deliverables must be professionally edited¹⁰ and proofread¹¹, preferably by a native English speaker. The documents must be delivered in an appropriate layout and they should contain visual elements (e.g., tables and graphs).

All deliverables must 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 study. The Contractor must ensure that there are no restrictions on confidentiality and/or intellectual property rights expected from -any third party.

All the reports with corresponding Annexes must be provided in three hard copies and in an electronic copy, with the exception of the final deliverables (detailed analytical final report, executive summary and abstract), which must be provided in four hard copies and in an electronic copy.

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 researcher(s) from the Contractor's team shall attend the meeting.

¹⁰ 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 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

¹¹ 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, 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

In the inception meeting, the Contractor shall present in detail the methodology for information and data collection and analysis to be used, analytical tools, how the methods proposed are going to be implemented in light of the initial assessment of available information and data, and in particular, how the specific objectives and tasks will be implemented.

The contractor shall also present the results of the initial analysis, including:

- the main findings of the preparatory work undertaken;
- a description of the methodologies to be used and the problems encountered;
- data to be collected from different sources, covering all 28 EU Member States;
- a proposed structure for the Interim Report; the Interim Report is the basis of the Final Report;
- an updated work-plan ensuring the submission of the deliverables within the contractual deadline.

Based on the agreements reached during the meeting, the Contractor shall draw up an Inception Report which is to be submitted to EIGE for approval within five days of the inception meeting. The Inception Report shall present the results of the initial analysis, the agreed methodology to be used for further research, the organisation of work, the planning and timeline for all activities of the project within the contractual deadline and information on the project staff members and their contact details.

The Inception Report, with corresponding Annexes, must be provided in two hard copies and in an electronic copy.

Size: minimum 10 pages and relevant annexes

Language: English (UK)

Deadline: The Contractor shall prepare an Inception Report summarising the elements above and submit it to EIGE no more than five days after the inception meeting. EIGE will have five working days from receipt to approve or comment on the report. Within five days of receiving EIGE's comments, the Contractor shall submit additional information, as well as the Inception Report in the definitive form by electronic and regular mail.

DELIVERABLE 2: INTERIM REPORT

The Interim report, showing the progress of the work undertaken, shall be submitted to EIGE, and a mid-term meeting will take place in Vilnius in order to present preliminary findings and to discuss further details of the study.

The Interim report shall include, among other things, the following:

- definitions of the key terms and concepts;
- a description of the methodologies used;
- a draft background overview of the implementation of the strategic objectives of the BPfA in the EU (task 1);
- a draft overview of the of good examples of legal and policy initiatives of Member States to achieve the strategic objectives of the BPfA (task 2);
- preliminary quantitative and qualitative analysis of trends in gender equality emerging from EU-wide data and follow up of existing Beijing indicators in all areas of concern of BPfA and Member States' reporting to the UNECE, if available (task 3-4);
- a visual presentation in a ppt format reflecting the structure and content of the Interim report;
- a proposed structure for the Executive summary, Summary Report, Abstract;
- a preliminary list of topics to be covered in the two factsheets. The topics are subject to change during the implementation of the project, in accordance with the preliminary findings (task 7);
- provisional structure for the Final report, based on the findings and analysis carried out during the preliminary phase;
- an updated work-plan ensuring the submission of the deliverables within the contractual deadlines.

The Interim report shall provide preliminary information covering all specific objectives and tasks described under each specific objective, listed under 2.

The Interim report, with corresponding Annexes, must be provided in two hard copies and in an electronic copy.

Size: minimum 30 pages and relevant annexes

Language: English (UK)

Deadline: Twelve weeks (W12) after the date of signature of the contract, the Contractor shall provide the Interim Report to EIGE and participate in the mid-term meeting in Vilnius (W13). EIGE will have 10 working days from receipt of the report to approve or comment. Within 10 days of receiving EIGE's comments, the Contractor shall submit additional information and the Interim Report in its definitive form by electronic and regular mail.

DELIVERABLE 3: FINAL REPORT

The final detailed analytical report shall be in line with the methodology proposed and agreed upon. It shall answer all the requests raised in the general and specific objectives and the related tasks, as well as requests regarding the Final Report as agreed upon during the inception meeting and mid-term meeting. The analysis, conclusions and recommendations provided shall be clear and explicit. A final meeting will take place in Vilnius in order to present the findings of the study and the report, and to discuss the final details of the study.

The Final Report shall include the following, but not limited to:

- definitions of the key terms and concepts;
- detailed description of the methodology;
- review and appraisal of developments of gender equality mechanisms at institutional level of the EU (task 1);
- background overview of the implementation of the strategic objectives of each area of concern of the BPfA in the EU (task 1);
- background overview shall be complemented by good examples of legal and policy initiatives of Member States to achieve the strategic objectives of the BPfA (task 2);
- discussion on the availability of EU-wide data and Beijing indicators in each area of concern of the BPfA (task 3);
- quantitative and qualitative analysis of trends in gender equality emerging from EU-wide data and existing Beijing indicators in each area of concern of BPfA (task 3);
- review of trends emphasised in Member States' reporting to the UNECE, if available (task 3);
- conclusions and recommendations based on the literature review and data collection;
- a separate chapter dedicated to the area D Violence against Women, where the overview of the accessibility, reliability and comparability of the EU-wide data is presented, assessment by identifying the gaps of the existing data is presented together with the recommendations to improve the objectivity, comparability and reliability of data at European level in the area of Violence against Women and propos new EU wide indicators in this area. The presentation of the indicators needs to be accompanied by presentation of the data (task 4)
- a visual presentation in a .ppt format reflecting the structure and content of the Final Report;
- all the data collected and analysed presented in tables and graphs (as an Annex);
- all the references and sources reviewed or consulted during the project (as an Annex).

The Final Report shall cover the specific objectives and tasks described under each specific objective, listed under 3, together with necessary statistical annexes.

In a separate file, all data used for calculations, analysis and visualisations must be presented. The document shall be compatible with MS Excel.

The Final Report, with corresponding Annexes, must be provided in four hard copies and in an electronic copy.

Size: minimum 60 pages and relevant annexes

Language: English (UK)

Deadline: Twenty-five weeks (W25) after the date of signature of the contract, the Contractor shall provide the first draft of the final report to EIGE. EIGE will have 20 working days from receipt of the report to approve or comment. Within 10 days of receiving EIGE's comments, the Contractor shall submit additional information and the Final Report, on the twenty-seventh week of the contract (W27) in its definitive form by electronic and regular mail. The Contractor is expected to ensure smooth and efficient communication with EIGE after submission of the Final Report in case clarifications regarding the information provided are needed.

DELIVERABLE 4: SUMMARY REPORT

An extended summary will outline the main findings in a concise format and will be developed for wider dissemination. The Summary Report shall bring together the key findings of the Final Report in a reader friendly format, understandable for wider public, with an appropriate layout and relevant graphic elements (such as text boxes, graphics, photos, etc.) to enhance its readability and maximise its impact. The overview provided shall be clear and explicit. The Summary report shall be supplied in a publishable form.

The Summary Report, with corresponding Annexes, must be provided in four hard copies and in an electronic copy.

Size: minimum 20 pages

Language: English (UK)

Deadline: Twenty-nine weeks (W 29) after the date of signature of the contract the Contractor shall provide the Summary Report to EIGE. EIGE will have 10 working days from receipt of the report to approve or comment. Within 10 days of receiving EIGE's comments, the Contractor shall submit additional information and the Summary Report in its definitive form by electronic and regular mail.

DELIVERABLE 5: ABSTRACT

The Abstract shall provide a brief summary of the study and it shall help the reader quickly ascertain the study's purpose. Proposed structure of the Abstract:

- the focus of the study;
- methodology used;
- main results and findings;
- main conclusions and recommendations.

The Abstract, must be provided in four hard copies and in an electronic copy.

Size: two pages

Language: English (UK)

Deadline: Twenty-nine weeks (W 29) after the date of signature of the contract the Contractor shall provide the Abstract to EIGE. EIGE will have 10 working days from receipt of the report to approve or comment. Within 10 days of receiving EIGE's comments, the Contractor shall submit additional information and the Abstract in definitive form by electronic and regular mail.

DELIVERABLE 6: TWO FACT SHEETS

The contractor is expected to develop two factsheets presenting the results of the study. The themes for the reference sheets will be discussed and agreed upon with EIGE. The tenderer may propose the themes for the factsheets in the technical proposal.

The prepared information shall be ready made for a possible future publication of EIGE.

Size: four pages per each factsheet.

Language: English (UK)

Deadline: Twenty-nine weeks (W 29) after the date of signature of the contract, the Contractor shall provide two factsheets to EIGE after the date of signature of the contract. EIGE will have 10 working days from receipt of the factsheets to approve or comment. Within 10 days of receiving EIGE's comments, the Contractor will submit additional information and the factsheets in their definitive form.

DELIVERABLE 7: DATABASE

All data collected during the data collection exercise should be stored in a database. The database should allow further data analysis and should allow data extraction by selected variables. Prior to data collection, the proposed structure of the database should be presented to EIGE and agreed upon.

Size: according to the collected information during data collection exercise

Language: English (UK)

Deadline: The draft structure of the database shall be presented to EIGE during the inception meeting (W2). The finalised database should be delivered as soon as possible, and no later than 25 weeks after the date of signature of the contract. EIGE shall have 15 working days from receipt of the database to approve or comment. Within 15 days of receiving EIGE's comments, the Contractor will revise and resubmit the database.

PROVISIONAL TIMELINE

Milestone	Week
Inception meeting	W2
Inception Report	W3
Interim Report	W12
Interim meeting	W13
Final Report	W27
Database	W12 (preliminary); W27 (final)
Summary report	W29
Abstract	W29
Factsheets	W29

5. 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.

6. 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 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;
- experience in the area of violence against women in terms of data assessment and evaluation;

- experience in accessing and working with EU wide databases on gender equalities related topics;
- experience in assessing and analysing EU wide databases, presenting and interpreting data in the areas specifically relevant for this study (economy, education, health, human rights, decision-making, armed conflict) from the gender equality perspective;
- capacity to manage the project with the aim to deliver in-time high-quality final products meeting the scope requirements;
- capacity to coordinate the team of international experts who will carry out the study;
- ability to complement information from national researchers with information from other sources;
- capacity to liaise and establish cooperation links with relevant partners;
- good understanding of the different socio-economic realities, stages of development, and culture and traditions as regards gender equality in the EU Member States and their regions;
- ability to research, analyse and process large amounts of data and information in a systematic, rigorous and accessible manner;
- strong analytical and writing skills, experience in drafting analytical reports in a European context;
- experience in organising consultation processes (online consultations, seminars, round tables);
- very good command of English.

The composition of the team must ensure the full coverage of all above listed expertise.

The indicative number of the team members is given below. The tenderer may include further members if needed, in order to ensure the full coverage of the required areas of expertise.

Core team:

- a project manager;
- four senior researchers with proven work experience and knowledge on aspects of gender equality relevant for the area to be analysed (economy, education, health, human rights, decision-making, armed conflict);
- two researchers in quantitative data analysis and development of indicators with proven work experience and qualifications in social sciences statistical analysis, preferable gender equality;
- three statisticians with at least five years of proven experience in social sciences data analysis, preferably in gender equality;
- editor, preferable English language native speaker, with experience in arranging, writing, editing and overseeing the production of texts for publications.

The tenderer is advised and encouraged to ensure stability of the project team, especially of the core research team. EIGE will agree with the future contractor on the composition of the project team during the Inception meeting (week 2 of the project). EIGE would like to be ensured that the project team agreed during Inception meeting will remain for the duration of the project as its members are also responsible for the success and good quality of the final deliverables. Of course, in exceptional cases changes in the project team composition are to be accepted, but only after receiving approval from EIGE and proposing a similar profile(s) to replace the leaving member(s).

Project Manager

The project manager is in charge of the overall coordination and administrative tasks of the project as well as contacting and informing EIGE about all aspects related to the execution of the contract. The project manager will provide EIGE with monthly reports on progress in the study and other relevant aspects of the work. S/he will be responsible for the effective implementation of the project and the in-time delivery of quality outputs. S/he should coordinate the work of the national experts for the 28 EU Member States and ensure the smooth integration of research findings.

Qualifications and professional experience must include:

- university degree;
- minimum of seven years of professional experience in project management;

- proven experience in research management, as manager or coordinator of a least four major international or European projects (preferably research), each involving at least five 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;
- an excellent knowledge of English (Level C1 based on Europass CV model).

Four Senior Researchers

The four senior researchers – each with experience in European research projects and a joint expertise in gender equality and one of the specific areas to be assessed (economy, education, health, human rights, decision-making, armed conflict) – will develop the methodological framework of the study and will guide other researchers in order to ensure the reliability and accuracy of the information collected. They will be responsible for the overall quality of the study and will ensure the validity of the main conclusions.

Qualifications and professional experience must include:

- university and post-university (Master) degrees in social sciences, mainly in the areas to be assessed (economy, education, health, human rights, decision-making, armed conflict) where expertise and knowledge will be applied;
- proven experience in supervising or collaborating on at least three international or European research projects;
- minimum of five (5) years of research experience in topics relevant for gender equality in the context of the EU;
- proven skills in evaluation methodology, collection, interpretation and analysis of data and information;
- experience in drafting analytical reports;
- at least three (3) publications (including articles or reports for research projects) on one of the areas to be assessed (economy, education, health, human rights, decision-making, armed conflict) having a gender equality dimension included;
- an excellent knowledge of English (Level C1 based on Europass CV model).

Twenty-eight National Researchers

National researchers will carry out the desk and field research at national level in the in the 28 EU Member States. Twenty-eight national researchers, one per Member State, shall be identified and engaged in the project in order to cover each of the EU Member States. If necessary, additional experts will be involved at a Member State level. The winning tenderer to whom the contract will be awarded will be requested to provide the Curricula Vitae (CVs), in a common European format, of the national researchers responsible for providing data and information at the Member-State level. The CVs of the national researchers will be approved by EIGE in the course of the inception phase.

Qualifications and professional experience:

- university degree, preferably in social science, public policy, law or economics;
- minimum of three (3) years of proven professional research experience in social sciences in the country of responsibility, preferably with links to the issues of gender equality;
- experience in working with public administration and policy;
- a good command of English and knowledge of one or more project-relevant languages.

Three statisticians

Qualifications and professional experience must include:

- university degree in statistics, mathematics or social sciences (with a significant quantitative component);

- proven experience in international or European research projects;
- minimum of five years of experience in data analysis in social statistics, preferably linked with gender equality issues;
- experience in work with microdata and use of statistical software;
- an excellent knowledge of English (Level C1 based on Europass CV model).

One copy editor

The copy editor shall guarantee the high quality of the formatting, style and accuracy of the text of the deliverables, especially those to be disseminated to the public.

Qualifications and professional experience:

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

7. COMMUNICATION

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

During the course of the contract period, and in addition to the inception meeting to be held at EIGE's premises in Vilnius, at least two more meetings are envisaged between the Contractor and representatives of EIGE. At the inception meeting, the objectives of the project will be discussed in detail, particularly the research methodology and the project timeline, as defined in the technical proposal submitted by the Contractor during the tendering process. At the mid-term meeting, the representatives of EIGE and the Contractor will discuss the Interim Report. At the final meeting, the findings of the study and the draft Final Report will be discussed. These meetings will serve as a platform to exchange information and project development in regard to quality control, and will supplement other communicated information. All meetings will take place in Vilnius at EIGE's premises.

The project manager, the scientific coordinator and one or two of the senior researcher(s) shall attend all meetings.

All costs for participation at 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. Video conferences might be organised when needed.

The Contractor is expected to ensure smooth and efficient communication with EIGE during the contract life-span and for six months after the end of the contract.

Contacts made with Member States to gather information should be fully documented and shared with EIGE. Full results of data collection should be made available to EIGE directly after the end of the data collection exercise.

8. MONITORING OF PROJECT IMPLEMENTATION

EIGE will monitor the project in technical and administrative terms. The Contractor shall report immediately, in writing, any problems encountered during the implementation of the contract to EIGE.

The Contractor shall 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.

9. 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.

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

03/10/2013 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 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 850.000 during the past 3 years if appropriate.

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:

- understand and analyse the current legal and policy framework in areas relevant for the current analyses (economy, education, health, human rights, decision-making, armed conflict) at EU level and their impact and relevance for promoting gender equality;
- ensure a gender equality analysis of the legislation and policy to be analysed in the relevant areas (economy, education, health, human rights, decision-making, armed conflict) at both EU and Member State level;
- experience in assessing EU wide data, assessing and presenting statistical information based on these;
- describe and evaluate broad data and information in a coherent and understandable way;
- practical knowledge and experience on public policy design and processes, and strategic planning and implementation in the context of the European Commission, the EU Member States.
- capacity to build a team of experts with the following profile:
 - project management experience;
 - proficiency in the English language (oral and written skills);
 - capacity to coordinate the team of international experts who will carry out the study;
 - accessibility to sources of information;
 - ability to complement information from national correspondents with information from other sources;
 - capacity to liaise and establish cooperation links with relevant partners at the European Commission level;
 - good understanding of the different socio-economic realities, stages of development, and culture and traditions as regards gender equality in the EU Member States and their regions;

- capacity to handle and deliver large amounts of information in a systematic, rigorous and accessible manner.

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:

- Reference list (including contact details of the customers) of the tenderer's minimum two and maximum five current and past projects in the area of the core services, as they are specified in Part I, in the past 3 years; specifying the Tenderer's share in the project and if subcontractors were used.
- Samples of minimum two EU/international research or evaluation projects either related to gender equality or in which research or evaluation methodologies relevant for the Technical Specifications to those were applied;
- A reference to minimum one study report involving more than three countries in which the tenderer acted in a leading capacity;
- 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 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 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.

The Curricula Vitae (CVs) showing evidence of the required skills for the following profiles listed in section 1.6:

- Project manager
 - Four Senior Researchers
 - Three statisticians
 - Copy Editor.
- A list of potential National Researchers (one per EU Member State).

No letters of intent are required from national researchers at the stage of the tender.

2.4.5. 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 and they shall include, but not be limited to:

- A conceptual and strategic framework identifying the critical elements of the project.

- A detailed description of the approach, methodologies and working methods, including information on accessing, assessing and analysis techniques, that the tenderer intends to use to achieve the objectives and perform the activities of this assignment;
- A conceptual and methodological framework as regards accessing, assessing, interpreting and evaluating the existing data on violence against women in order to propose possible new EU wide indicators;
- A conceptual and methodological framework as regards the use of theoretical frameworks in order to analyse the legislative and policy context and latest developments and the results from the data, under each of the 12 areas of the BPfA;
- A detailed work programme and timetable, with clear identification of the activities to be performed, of the corresponding milestones and of the related responsibilities within the project team, covering the whole study duration. The timetable must be detailed for all eight months of the study;
- the organisation, details and working methods of the project team for this assignment including a description of the reporting lines;
- Information on the quality assurance system for the study deliverables and process;
- Description of the project management strategy including risk and quality management;
- Description of the structure and organisation of the core research team;

The tenderer is expected to provide details on a preliminary assessment of the difficulties and expected results.

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.

This section is of great importance in the assessment of the tenders, the award of the contract, and the future execution of any resulting contract. Attention is also drawn to the award criteria, which defines the parts of the technical offer to which the tenderers should pay particular attention. The technical offer shall address the tenderer's approach and solutions for all matters laid down in the technical specifications. A simple repetition of the technical specifications 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 be successful, it is of crucial importance that tenders conform to the required structure, respond fully and clearly to the information requested, and respect the administrative rules governing submission. Tenderers are advised to read attentively the technical specifications before proceeding further.

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.

2.4.6. 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 estimated at EUR 425.000, 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; direct costs such as travel costs, translation expenses, any expenses for meetings' facilities or other shall be included into fee rates.

Other costs might include: translation expenses, any expenses for meeting facilities, travel and accommodation costs, daily allowances, other expenses 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.

3.1.1 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:

A.1 Project Management (25%)

A. 1.1 Overall project management approach

For this criterion, the evaluation committee will assess the suitability of the overall management approach to achieving the specific objective of the tender, considering the scope, time and budget constraints of the study.

The offer must unambiguously show a clear and accurate understanding of the scope, objectives, constraints and risks of the project and that the general project management approach is coherent with this understanding and, consequently, appropriate for the successful performance of activities and tasks leading to the expected results of the study.

The project management must present in a clear way the risk management strategy and system put in place in case of failed quality of delivery.

A. 1.2 Organisation of the project team

The tenderer should present a clear proposal outlining:

- the composition and balance of the project team,
- the distribution of roles and tasks in the team, by specifying clearly the amount of time each team member will devote to the study in each phase of the project;
- guarantee for stability of the core research team proposed for the study, mainly the Senior researchers.
- the organization of the internal communication within the team.

The tenderer needs to clarify how the professional qualifications that the team possesses will be useful and used for the effective and timely implementation of this study.

The evaluation committee will also assess:

- the strength and balance of the team regarding the broadest possible coverage of the different strands and deliverables and the diversity of skills required;
- the evidence of strong orientation to results, evidence-based approaches and evaluation;
- the ensuring relevant coverage of all EU member States at national level.

A. 1.3 Work Plan

In the technical offer, the tenderer should present a detailed work plan, indicating key stages of the study, their duration and expected milestones. The work plan should be based on these Technical Specifications and should indicate how the study activities will be managed and implemented.

Tenderers should provide a detailed explanatory study timeline for each phase, indicating clearly the time to be devoted to each stage of the study whilst fully respecting the deadlines. Tenderers should clearly indicate which activities will be carried out in parallel and how the project team will manage this.

All relevant risks in project implementation, especially relating to the research components, and strategies to mitigate and manage risks, should be addressed. The description of the measures that will be employed to ensure the quality control of the services during project implementation will be also assessed.

A. 2 Project Methodology (65%)

Points 1, 2, 3 and 4 below explain how the 65 % for the methodology is allocated.

A. 2.1 Overall methodological design and integration of all project components

Tenderers must describe in detail their proposed methodological approach to achieving in a complete and timely way the results expected of the study in an effective, efficient and sound manner.

The tenderer should clearly indicate how the specific objectives and the expected results of the study are going to be achieved and how every activity and task of the study is going to be carried out.

Tenderers are to explain clearly the reasons for their specific methodological choice and their suitability for an effective implementation of the activities and the production of deliverables as defined by the Technical Specifications. The choice must be grounded in established social science research

methodologies. The tenderer should demonstrate experience of having used the chosen methodology in performing gender analysis. Tenderers will develop the minimum requirements drawn up in these Technical Specifications.

The evaluation committee will appreciate and evaluate correspondingly specific proposals and solutions which according to the tenderer improve the minimum requirements drawn up in the Technical Specifications and give an added value to the study.

Tenderers are to clearly indicate how the difficulties in the process, if any, will be tackled.

Tenderers should explain in detail how they will ensure that the same methodological guidelines are applied across the different countries and how they will guarantee the collection of all the available information by national researchers.

Efficiency, quality and usefulness of the methodology in regard to the proposed deliverables will be assessed. Appropriateness of application of the methods for processing, assessing and interpretation of the existing data will be considered.

A. 2.2 Understanding of the general approach and the specific objectives of the study

For this criteria, the evaluation committee will assess the presentation the tenderer makes and proves to have understanding of the policy context in each specific area to be analyzed and evaluated and if it is capable to identify the policy relevance regarding the strategic goals of gender equality. The evaluation committee will also consider the capacity of the tenderer to identify the scope, full coverage and rationale of the important items and key issues important for the study, the strategic thinking conducive to developing knowledge that can make a difference as regards the implementation of the gender equality across different areas of the EU policy. And, not least, the evaluation committee will assess the concept and design, the capacity to identify the critical elements for assessment, analytical overviews and evaluation dimensions.

A. 2.3 Methodologies for accessing, processing, assessing and interpreting the existing data

For this criterion, the evaluation committee will assess the proposed methodologies for accessing, assessing and interpreting the information and data in all 12 areas of concern of the BPfA, and for the way the strategic goals of gender equality presented in the legislative and policy frame are reflected in the analysis of the data.

Tenderers must describe in detail their proposed methodology for each of the following tasks:

- the literature and documentation review;
- the access to data and information for each of the 12 areas of the BPfA;
- the up-dating of the latest legislative and policy developments both at the EU level and Member State level, in all 28 EU Member States.

The tenderers should clearly explain the reasons for their specific methodological choice. The tenderers must also explain their proposed approach to achieving the results as outlined in the technical specifications with a view on concrete activities to be implemented and deliverables to be produced.

The tenderers shall specifically address the following issues:

- How the methodological guidelines will be designed and tested;
- How the difficulties in the process, if any, will be tackled.

The tenderers shall give particular attention to the proposed classification system of the collected resources to ensure that the data and information is delivered in a systematic way, is user-friendly and useful.

A. 2.4 Methodological approach to assess in detail the availability and quality of data in the area of Violence against Women

Tenderers will explain clearly how they propose to access, analyzed and assess the existing data in the area of violence against women, what would be the methodology to identify, collect and analyzed the studies and reports available in all Member States, how the data will be analysed and new indicators proposed.

A. 2.5 Methodological approach to the analysis of the results

Tenderers must describe the phases, tasks, methods and tools selected for duly carrying out the analytical parts of the study. The tenderers should specifically address the following issues: how the national situation will be analysed; how the comparative analysis at EU level will be conducted; and under which criteria the recommendations and guidelines will be issued.

A. 3 Structure and clarity of the tender (10%)

The evaluation committee will assess the clarity of the tender in presentation and structure, its readability, appropriate length and use of graphic elements and diagrams to illustrate clarity the team structures, work flow, phases of the project, internal communications, etc. These elements facilitate the adequate communication of the meaning and understanding. They also help to ensure the evaluation committee if the tenderer is capable to deliver high quality products under conditions of short time span and tight dead-lines.

Criteria number	Criteria description	Maximum points/ criteria	Weight	Minimum required score
1	Project Management	20	25 %	14
	Overall project management approach	6		
	Organisation of the project team	10		
	Work Plan	4		
2	Project Methodology	74	65 %	52
	Overall methodological design	12		
	Understanding of the general approach of the study	15		
	Methodologies for existing data	22		
	Methodological approach of Violence against Women	15		
	Methodological approach to the analysis of the results	10		
3	Structure and clarity of the tender	6	10 %	4
	Clarity of presentation and structure	2		
	Readability	2		
	Use of graphic elements and diagrams	2		
Total		100	100%	70

Tenders scored either below the minimum score required per criterion or below 70 out of total 100 points will be rejected or 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. The mere repetition of mandatory requirements set out in these specifications, without going into details or without providing any added value, will only result in a low score. 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.

3.1.2 AWARD OF THE CONTRACT

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 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.

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. 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.

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.

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.

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 NATURE OF THE CONTRACT

Fee-based fixed price service contract

4.1 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 8 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.

4.2 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.

4.3 VOLUME OF THE CONTRACT

The maximum amount available for the contract is 425.000,00 EUR, excluding VAT. Any bid exceeding this amount will not be considered.

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.

5.1 GUARANTEES

No guarantees are required by the contract.

5.2 DATA PROTECTION

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

5.3 PUBLICATION OF RESULTS

EIGE retains the right to publish any outcomes of the contract first. The published data are free for use. When the contractor is using the data he/she shall use the reference to this contract as well as a disclaimer stating that: "the presented information and views do not reflect the official position of the European Union".

Any other information produced during the implementation of this contract may be used only after the official publication by EIGE, If intending to use the project results other than published officially by EIGE, the contractor shall inform EIGE and obtain EIGE's written agreement. Otherwise making use of the data and other outcomes of this contract is not possible.