



Vilnius, 15.07.2021
EIGE/mj D/2021/550

Subject: **Ex-ante publicity notice for procurement procedure (€60,000.01 - € 139,000.00): ‘Provision of HR legal services to the European Institute for Gender Equality and its staff members’**

Reference number: **FWC-EIGE/2021/ADM/07-Lot1; Lot2**

Description of the contract:

The European Institute for Gender Equality (EIGE) envisages awarding two framework contracts for provision of HR legal services to the European Institute for Gender Equality (Lot 1) and for provision of legal consultation services on local civil law matters (Lot 2).

Description of the requested services:

The objectives of the framework contracts are the provision of professional and timely legal support in the area of EU employment law in the context of the Staff Regulations of Officials of the European Union and Conditions of Employment of Other Servants of the European Union (CEOS), implementing rules and HR policies; in addition the provision of professional and timely legal support in Lithuanian civil law for EIGE staff members.

Legal assistance upon individual requests by EIGE could be given in the form of written or oral advice, the drawing up of draft contracts or contractual clauses, drafting internal documentation, support in the preparation of various rules, procedures and policies, participating in in-house meetings, etc.

The requested HR related legal services for Lot 1 includes representation at courts or other institutions.

Description of the procedure:

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

All parties interested in providing the services described above should express their interest with 400 words maximum, by e-mail, to procurement@eige.europa.eu with the subject reference: **EIGE/2021/ADM/07, before 30/07/2021, 10:00 Vilnius time.**

Tender documents will be sent by e-mail. This publication constitutes no obligation for EIGE to launch the mentioned procurement procedure. We look forward to receiving your declaration of interest.