

TENDER SPECIFICATIONS FOR SUBCONTRACTING EXTERNAL EXPERTISE

PROJECT: “Social services in European cross-industry social dialogue: towards a strong and deeper involvement”

1. BACKGROUND

The EU cross-sectoral social partner CEEP, together with its project partners UDES, ALAL, UNISOC and STRATOSZ have undertaken to conduct a project on the involvement of Social services in European cross-industry social dialogue.

This project will be supported by funding from the European Commission DG Employment. An official decision by the European Commission on the allocation of funds has been made in November 2017. The project activities and subcontracted experts contract will therefore commence in January 2018.

As a consequence, in the framework of this call, CEEP and the project partners express their intention to select a subcontractor to carry out the 24-month activity entitled:

“Social services in European cross-industry social dialogue: towards a strong and deeper involvement”

2. PROJECT DESCRIPTION AND OBJECTIVES

Social service providers have a distinct social objective. They provide essential services for the well-being of citizens and contribute to the European social and territorial cohesion.

CEEP was lead applicant in two projects, aimed to analyse these sectors at European level:

- The 2010 “Mapping of public services” project;
- The 2014 “Social services in European cross-industry social dialogue” project.

Based on the conclusions of this last project, CEEP intends to pursue its efforts to better position social services employers’ organisations in the cross-industry social dialogue. For this purpose, countries which were not covered by the previous iteration of the project should now be involved and benefit from the research already accomplished and from the experience of project partners better acquainted to social dialogue in their national Member state. CEEP intends to work particularly on the identification and capacity building of Social Services employers representatives in several Member states not previously covered. This capacity building exercise would be enshrined in the 2015-2017 Work programme of the European Social partners’, Title 8 on “Committing to promote capacity building and better implementation outcomes” which plays a central role for further supporting strong, independent and representative social partner’s organisations.

Beyond the EU Social Partners autonomous work programme 2015-2017, CEEP also intends to prolong the commitment taken in the tripartite statement signed on the 27 June 2016 (“A New Start for Social Dialogue – Statement of the Presidency of the Council of the European Union, the European Commission and the European

Social partners”). A project aimed at ensuring a better representation of social services employers in the cross-industry social dialogue would also reinforce the shared commitment to improving the framework conditions, the effectiveness and the quality of social dialogue at all levels.

Furthermore, CEEP believes that this project would be in continuity with the recent proposals from the European Commission for a European Pillar of social rights. In the recent “*Commission Recommendation on the European Pillar of Social Rights*”, Social Services and the imperative of their development are clearly identified. The quality access to services like training, housing, long-term care, care for people with disabilities and childcare is referred in the list of the Commission’s recommendations together with the imperative to support new capacity building activities for social partners. CEEP intends with this project to work on both angles.

CEEP intends to pursue its objectives to better support national social services employer’s organisations and reinforce their connection to social dialogue at different levels.

This implies through national roundtables and discussions to exchange on the challenges they face nationally and locally in the daily delivery of their services as well as obtain a reinforced understanding of the barriers which may prevent them to have fruitful social dialogue relations with their Trade-Union counterparts. These challenges are heavily related to their national context and will require expert analysis to understand the different factors weighing on the operations of social services providers at national level.

In parallel, CEEP intends to foster a European network of social services employers’ which has been initiated by a previous version of this project. CEEP already includes in its membership social services employers’ organisations with a considerable expertise at national level in social dialogue and which are aiming to negotiate at the highest level of collective bargaining in their respective countries. This project intends to gather organisations more experienced in collective bargaining with less established employer’s representatives.

Finally, the project will aim at highlighting to employers’ organisations the interest to be involved in the European cross-sectoral social dialogue. The challenges they face at national level linked to recruitment, retention, management, training... could also be addressed at EU level through the negotiations of autonomous framework agreements or by their participation to consultations organised by the European Commission according to the European treaties. Furthermore, CEEP believes that the cross-sectoral social dialogue would greatly benefit from having the social services employers represented as they would bring new perspectives and imperatives to the employer’s delegations at EU level and complete the services of general interest employer’s delegation which CEEP brings to the table of negotiations.

As for the services concerned, CEEP undertook in the previous iteration of the project an extensive mapping exercise. While recognising the challenge to identify the sectors covered by the appellation social services, CEEP agreed to cover the following sectors:

NACE_2007_CODE	NACE_2007_DESCRIPTION
85,59	Other education n.e.c.
86,1	Hospital activities
86,9	Other human health activities
87,1	Residential nursing care activities
87,2	Residential care activities for mental retardation, mental health and substance abuse
87,3	Residential care activities for the elderly and disabled

87,9	Other residential care activities
88,1	Social work activities without accommodation for the elderly and disabled
88,91	Child day-care activities
88,99	Other social work activities without accommodation n.e.c.

Additionally, projects partners could explore during the activities of the project other sectors such as the sports, active leisure and the live performance sector.

The main social services branches covered in the framework of this project will be explored with a background study, and discussed during several trainings and activities.

Social Services have become an increasingly important and complex economic and social reality and now cover many different sectors. Social Services employers are uniquely identified with their objective to provide social services of general interest. As such they can better address their complex reality by negotiating at the highest level of collective bargaining at cross-industry level, not being resumed to one or several sectors.

The project builds on previous efforts undertaken by CEEP to foster a European network of social services employers. The intention will therefore be to address countries not covered in the previous study. Consequently, we intend to focus our work on the following 6 Countries that were not explored in the 2014 project: **Bulgaria, Hungary, Lithuania, Malta, Cyprus, Romania.**

Other countries already covered in previous CEEP researches may be called-upon during the national seminars and for further expertise, as one of the final objectives is to create lasting connections between national organisations facing similar challenges.

2. WORK PACKAGES AND METHODOLOGY

Duration of activities: 24 months, starting in January 2018 and ending in December 2019

This project will be structured around 4 work packages:

1. WP1 - Project management

WP COORDINATOR: CEEP

The coordinator, CEEP, has an extensive background in the participation and coordination of small-scale and large-scale EU projects. In particular, CEEP has a longstanding experience in the coordination of EU Programmes.

OBJECTIVES:

The objective of this WP is to ensure an effective management and coordination of the project in order to guarantee a successful execution, to meet the project objectives and to lead the project to technical, organisational and financial success.

The project management will consist of three main activities:

1. Administrative project management and technical project supervision;
2. Legal, contractual, ethical and financial administration;
3. Maintaining communication with the European Commission and the partners.

DESCRIPTION OF ACTIVITIES:

WP1 is devoted to the supervision of the activities. This WP includes all the duties related to the contractual, financial and administrative management, as well as project progress monitoring the entire project.

It will report to the Commission about the steps of the project, and assure the quality of the report and the use of the financial resources.

TASK 1.1: Technical management:

- This consists of 5 Steering committees that will take place throughout the project. This work package will be the internal management structure and will be responsible to provide the direction of the project, provide the overview of the content and ensure the administrative, financial and narrative follow-up and reporting.
- All partners will be responsible for the correct implementation of their own tasks within the limits of the available budget.
- The agenda and discussion notes for the team meetings, as well as any other content-related project output will be prepared by the lead applicant, on the basis of input from the project partners, for consideration and approval by the entire partnership.

TASK 1.2: Administrative and financial management:

- The project progress, in terms of content and finances, will be discussed and agreed at the team meetings, where each partner is represented by his project manager.
- The lead applicant is responsible for contract-related matters (contacts with EC and sub-contractors), drafting the final technical and financial report. He also holds final responsibility for the smooth implementation of the different actions.
- Each project meeting consists of a one-day-basis event, organised ahead of the main activities foreseen in the project.
- Administration of financial contribution and distribution of the funds:
 - A first pre-financing payment of 30% of the grant within 30 calendar days from the entry into force of the grant agreement;
 - A second pre-financing payment of 30% at the end of WP2;
 - The balance will be paid within 90 calendar days from the end of the project and subject to the approval of the European Commission of the request for payment of the balance, the final technical implementation report and final financial statement.

DELIVERABLE 1.1: First year project report:

This deliverable will assess the implementation and progress of the project including the 1st financial report

DELIVERABLE 1.2: Final project report:

This deliverable will assess the overall outcomes of the project, both on content and financial side.

2. WP2 – Expert Report 1

WP COORDINATOR: CEEP

OBJECTIVES:

Based on the results of the project ‘Mapping of the public services’ (published in 2010), and on the results of the previous version of this project (published in 2016), this part of the project will dig deeper into the branches of the social services and their specific issues. The work will consist of a mapping, a survey and subsequent telephone interviews and, where appropriate, meetings. These activities will be conducted in the following 6 EU Member States:

- Bulgaria
- Hungary
- Lithuania
- Malta
- Cyprus
- Romania

DESCRIPTION OF ACTIVITIES:

This part of the project will be subcontracted to external experts recruited following a strict call for tender. It will consist of 3 different parts:

TASK 2.1: A Mapping

The mapping of the structures and potential/existing players of social dialogue in social services should be based on the extensive literature already existing on SSGs and on national social dialogue structures including: European institutions analysis and initiatives, Eurofound expert reports, European Social Partners mappings and studies and previous relevant projects.

The key topics to be studied during the mapping are the following:

- How do social services operate in the analysed countries?
 - Are they operating at national / regional / local level?
- How are they organised and provided?
 - Are they provided by private / public / mixed operators?
- Who are the main SSGs employers’ organisations active in the national social dialogue?
- At which level are social services represented in the national social dialogue?
- Are the main organisations represented in the European social dialogue?
- What are the main issues dealt with by national social partners in each member states?

TASK 2.2: A Survey

On the basis of the results of the mapping, the experts will produce a survey to deepen its findings. The survey will be circulated among identified SSGs employer’s organisations in the 6 target countries.

Preliminary questions which could be further explored and detailed in the survey are:

- How do the organisations perceive the importance of social dialogue on both sectoral and cross-sectoral level? What would be the perceived added value?
- What are their relations with their Trade-Union counterparts, how frequently do they meet...?
- What are the issues they are actively working on? How are these issues dealt with: through social dialogue or other means?
- How are the relations at tripartite level?

Following these activities, specific In-depth Interviews will be carried out to further confirm and enquire on the results of both the mapping and the survey.

In each of the targeted member states, interviews will be conducted with respondents to the Survey, meaning clearly identified SSGIs employer's organisations.

TASK 2.3: The Expert Report 1

An intermediate report will be prepared and delivered at the end of WP2. It shall gather the mapping and the survey results.

This task will be subcontracted. The report will be translated in **English, Hungarian, Bulgarian, Romanian and Lithuanian**.

It will be distributed among all partners who then shall spread it among their relevant networks for possible amendments.

The intermediate report should include Country fiches for each of the 6 Countries analysed. The report will be a 50 pages' analysis approximately, and will have the following structure, for each of the Country fiches:

Chapter 1: Mapping at the National level (the social profit sector in terms of jobs and added value) *N.B. this latter, to be further defined jointly with the subcontracted external expert* – 2 pages

Chapter 2: Identification of the organisations representing Social services, in particular those active in collective bargaining – 2 pages

Chapter 3: The organisation of Social dialogue for Social services (presence at the sectoral or inter-professional level, density of the Social partners' organisations, collective agreement coverage and relative number of collective agreements signed) – 4 pages

Chapter 4: Issues/challenges identified – 2 pages

DELIVERABLE 2.1: Expert Report 1

3. WP3 – Expert Report 2

WP COORDINATOR: UNISOC – UDES – ALAL

OBJECTIVES:

The overall aim of the WP3 is to produce a final expert report based:

- on the outcomes of WP2;
- on the discussions and exchanges of separate roundtables and a more technical training on identified issues.

DESCRIPTION OF ACTIVITIES:

Using the Expert report 1 results as a starting point, a series of 4 meetings will be organised:

- **3 round table meetings**, one in each associate/partner Country (provisionally: Lithuania, France and Belgium);
- **1 technical training** (provisionally in Brussels)

The targeted organisations invited to attend the meetings and feed the discussions will be selected on the basis of the expert report 1 findings.

TASK 3.1: 3 ROUND TABLE MEETINGS

The roundtables will be 1-day meetings and should be held in 3 of the partner countries (Lithuania, France and Belgium).

Participants are those organisations that were identified in the Expert report 1 as relevant SSGs employers' organisations.

The 3 roundtables would gather 15 to 20 participants each. Of those:

3 CEEP secretariat
3 Project Partner representatives
1-2 Expert(s) contracted
10 target countries representatives

The following repartition will be applied for the target countries:

- Belgium roundtable: Cyprus and Malta
- Vilnius roundtable: Lithuania and Hungary
- Paris roundtable: Bulgaria and Romania

Each round table meeting consists of:

- A general presentation of the European social dialogue (organisations, history, negotiations...)
- Presentation of practices by participants on how SSGs are involved in social dialogue
- Presentation by the expert of the findings of report 1
- A discussion between participants on the expert report 1 findings
- (...)

TASK 3.2: 1 TECHNICAL TRAINING

This meeting will be held in Brussels, in the shape of a **1.5-day meeting**.

The technical training would gather 20 to 25 participants. Of those:

3 CEEP secretariat

6 Project Partner representatives

1-2 Expert(s) contracted

12 target countries representatives (2 per country)

- On the first day, discussions will be focused on unveiling the constituent parts defining an employer organisation in the social dialogue. Indeed, the successful development and further growth of the European social dialogue *for* and *with* the social services presupposes the presence of the right partners around the negotiating table, at every level.

The purpose of the social dialogue is the establishment of agreements that are binding for the signatories. But what makes an organisation the "right" partner in this social dialogue? What qualifies as an employers' organisation, from the perspective of employers? Where lies the difference between a partner in the social dialogue/representative employers' organisation and a partner in the civil dialogue or a lobby organisation.

These questions will be explored through the presentation of concrete examples from both the European and national reality.

- During the second day participants will explore different EU dossiers of strategic interest for social services, as this exercise has proven very interesting to give a good overview of the importance of the European Union.

The specific topics of discussions will be determined in function of the current events on that very moment, and of CEEP priorities and dossiers treated by each boards and task forces (Relaunch of Social Dialogue, Work-life balance policies, revision of the Working-time directive...).

TASK 3.3: EXPERT REPORT 2:

On the basis of the roundtables and in parallel to the organisation of the technical training, a final expert report will be drafted by the expert contracted.

The report will include the findings of expert report 1 and will be disseminated in WP4.

The report will be translated in **English, Romanian, Hungarian, Bulgarian and Lithuanian**.

The final Expert Report will build on the Intermediate Report. In addition, a specific chapter dedicated to summarizing the outcomes of the meetings and project activities will be drafted.

The Final Expert Report will be of approximately 60-70 pages.

On the basis of the Final Report, the subcontracted experts will produce a shorter political report (5 pages) for dissemination that will be translated in the above mentioned 5 languages.

DELIVERABLE 3.1: Expert Report 2

DELIVERABLE 3.2: Short Political Report (Summary of the Expert Report – 5 pages)

4. WP4 – Dissemination and communication

WP COORDINATOR: CEEP

OBJECTIVES:

The overall aim of the WP4 is to promote and disseminate the results of the project at national and international levels. The dissemination activities aim at gathering representatives of Social services from all the EU Member States subject of the 2014 and 2017 projects and will encourage the replicability of the project.

DESCRIPTION OF ACTIVITIES:

TASK 4.1: DISSEMINATION EVENT

A one-day final conference will be organised in Brussels by CEEP, to gather relevant stakeholders and contacts identified through the activities of the WP2 and WP3. Participants to the previous project of 2014 will also be invited to the event, to benefit from a large networking event.

This final event will gather potential social dialogue representatives from the 6 countries targeted. It will be organised in the shape of a conference to present the project findings and discuss with European stakeholders' means and opportunities for a stronger and deeper involvement of social services in Social dialogue. In particular, the final event will aim at raising awareness of the importance of Social services' participation to cross-sectoral Social dialogue both at National and European level.

The methodological approach and the results emerged by the Expert Report 2 will be presented by the project partners and discussed with the most relevant stakeholders operating in the social services sector at EU and national level. In particular, representatives of the European Commission and European Parliament will be invited to participate to a round table discussion in order to discuss about key issues emerged in the project.

The number of participants expected will be between 80 and 100 in total, knowing that only 60 will be reimbursed (the other 30-40 are meant to be Brussels-based).

DRAFT AGENDA FOR THE MEETING:

9h00 – 9h30 Registration

9h30 – 10h00 Welcome address (CEEP General Secretary)

9h30 – 11h00 Presentation of the Final Report by the subcontracted experts and Q&A

11h00 – 11h30 Coffee break

11h30 – 13h00 Panel 1 and Q&A

13h00 – 14h30 Lunch break

14h30 – 16h00 Panel 2 and plenary discussion

16h00 – 16h30 Closing remarks

TASK 4.2: COMMUNICATION, DISSEMINATION TO NATIONAL AND EUROPEAN TARGET GROUPS, AND EXPECTED RESULTS

CEEP will guarantee a continuous action of information and communication about the progress of the project and results obtained, by means of:

- Newsflash: it will be emailed every month, addressed to CEEP network, and forwarded to the project partners and associate organisations for dissemination through their channels.
- Newsletter: it will be emailed every 3 months and sent to all subjects interested to the project progress. Both newsflashes and newsletters will be drafted in English.

- Diffusion of the Expert Report 1 and of the Expert Report 2 (plus short political report): CEEP and the project partners will diffuse amongst national section, members and potential stakeholders the two reports drafted by the external expert, inclusive of the survey and policy suggestions/final recommendations.

All these instruments of communication will be accompanied by the EC logo in order to guarantee a full visibility to the European Commission co-financing.

The network that will materialise as a consequence of the project activities will be then nurtured in the framework of a specific CEEP contact group in a long-term perspective. This group will maintain the contact between Social services employers across Europe, encourage autonomous exchanges between the organisations, and offer a platform for the sharing of best practices.

CEEP will be in lead of building this permanent platform, which will be enshrined in its Membership Recruitment strategy

The platform will hold 2 meetings per year on a regular basis to sustain the contacts established through the projects (2014 and 2017).

CEEP will also take care of appointing contact persons in each Member States that will be in charge of keeping the platform informed of new developments.

Timetable

Activities	2017-2018													2019										
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
WP1: Draft call for tender	X																							
WP1: Launch of Call for Tender (select external expertise to carry out the mapping, survey, interviews, and produce the reports)	X																							
WP1: Deadline of Call for tender		X																						
WP1: 1 st Steering Committee meeting (preliminary discussion, meeting the selected external expert, set up of the intermediate report guidelines)			X																					
WP2: Mapping, Survey and Interviews																								
WP1: 2 nd SC meeting (presentation draft intermediate report and set up WP3 – mainly RTM) Brussels								X																
WP3: 1 st Round Table meeting - Brussels										X														
WP3: 2 nd RTM – Vilnius + WP1: 3 rd SCM (set up TTC and set up Final Report													X											

[illegible]

3. ORGANISATION OF THE ACTIVITIES

For the implementation of this project, an expert will be contracted for the following work:

- The subcontractor will include in the bid a first outline of its proposed methodology, including with respect to the preparation of the mapping, survey and up to 18 phone interviews.
- The steering group will discuss and agree during its first meeting a proposal prepared by the subcontractor for conducting the initial research and the structure of the survey.
- The subcontractor is responsible for preparing the summary intermediate report following the mapping, survey and phone interviews, which will be the main deliverable from the first phase of the project. The subcontractor will also prepare a final report for presentation at a concluding conference in Brussels. A first draft of the report should be submitted in view of the fifth steering group meeting to allow for corrections, validation approval, and layout and printing in due course before the final conference. The final report should be +/- 70 pages.
- In constant liaison with CEEP, the subcontractor will work under the control and supervision of a steering committee.

Please refer to the subcontractor terms of reference (Section 5 below) for a more detailed description of the experts' tasks and deliverables.

4. DESCRIPTION OF PROJECT PARTNERSHIP

Management of this project is shared by CEEP and the co-applicants and affiliated entities (UDES, ALAL and UNISOC, STRATOSZ). CEEP is responsible for the management of subcontracted expertise on behalf of the project partners.

The partners will provide expertise for the project components, steering committee meetings and the EU-level final conference in Brussels.

5. PURPOSE OF THE TENDER

The tender aims at finding a subcontractor who will animate the meetings and carry out a mapping, a survey, subsequent telephone interviews and, where appropriate, meetings. These activities will be conducted in the following 6 EU Member States:

- Bulgaria
- Hungary
- Lithuania
- Malta
- Cyprus
- Romania

In order to ensure a large visibility for this tender, CEEP, UDES, ALAL, UNISOC and STRATOSZ will publish the tender specifications on their websites; they will each keep the tender online for one month.

6. TASKS TO BE PERFORMED BY THE CONTRACTOR

The subcontractor should provide the following services:

In the bid:

- To propose a first outline of its proposed methodology, including with respect to the preparation of the mapping, survey and up to 18 phone interviews.
- The contractor will be requested to attend all the project activities and meetings included the Steering Committee Meetings.

For the first steering committee meeting, the tasks to be performed by the subcontractor are the following:

- To propose a methodology for the preparatory phase that will lead to the intermediate expert report 1 (preparation of the mapping, survey, list of contacts for phone interviews and meetings in person, if necessary).

For the mapping, survey and phone interviews, the tasks to be performed by the subcontractor are the following:

- A mapping of the structures and potential/existing players of social dialogue in social services in the 6 Countries object of the research;
- On the basis of the results of the mapping, the contractor will produce a survey to deepen its findings. The survey will be circulated by the contractor among identified SSGs employer's organisations in the 6 target countries;
- Following these activities, specific In-depth Interviews will be carried out by the contractor to further confirm and enquire on the results of both the mapping and the survey. In each of the targeted member states, interviews will be conducted with respondents to the Survey, meaning clearly identified SSGs employer's organisations.

For the second steering committee meeting, the tasks to be performed by the subcontractor are the following:

- The contractor will prepare and deliver an intermediate report at the end of WP2, that shall gather the mapping, survey and interview results.

For the seminars (round table meetings and technical training), the tasks to be performed by the subcontractor are the following:

- To present the findings from the intermediate report;
- To moderate some workshops where needed;
- To prepare a summary of the discussions held at each seminar, also in view of the preparation of the final chapter to be included in the expert report 2.

For the third steering committee meeting, the tasks to be performed by the subcontractor are the following:

- To evaluate the activities to date;
- To discuss the preparation of the final report and suggest a methodology.

For the fourth steering committee meeting, the tasks to be performed by the subcontractor are the following:

- On the basis of the roundtables and in parallel to the organisation of the technical training, a final expert report will be drafted by the contractor. The report will include the findings of expert report 1 (the Intermediate Report) and will be disseminated in WP4. A specific chapter dedicated to summarizing the outcomes of the meetings and project activities will be drafted.
- To discuss the preparation of the final conference.

For the fifth steering committee meeting, the tasks to be performed by the subcontractor are the following:

- to present the draft final report (+/- 70 pages), which should make use of the findings of the intermediate report (mapping, survey, phone interviews...) and discussions at the seminars and activities of the project, to draw together some conclusions and recommendations on how to improve the involvement of social services in the European cross-industry Social dialogue;
- On the basis of the Final Report, the contractor will produce a shorter political report (5 pages) for dissemination;
- to ensure that the final report is user friendly and in line with the overall objective of the project.

For the final conference, the tasks to be performed by the subcontractor are the following:

- Participate in the conference to present the draft final report (which is to be updated with the inputs and contributions of the final conference). The subcontractor will also provide moderation where necessary at the conference.

7. EXPERTISE REQUIRED

To be able to contribute effectively to the success of this project, the contractor selected must have significant knowledge in the following:

- Experience in working with social partners at European and national levels

- Good knowledge and understanding of SSGIs (Social Services of General Interest) and the non-for-profit sector at National, regional and local level.
- Knowledge and previous researches carried out on Social services;
- Experience in working with social partners at European and national levels;
- Successful track record in working on European level projects.

Skills required:

- Proven ability to carry out in-depth research on EU issues and understanding links between European and national levels;
- Proven research skills, including identifying stakeholders and conducting interviews;
- High proficiency in English: ability to draft documents and make presentations in English
- Ability to work within specified deadlines and to respect budgetary limits.

Expertise must be evidenced through the proposal for carrying out the work, past experiences / references and CVs of proposed staff members.

8. TIME SCHEDULE AND REPORTING

The subcontractor will be asked to work from 15/01/2018 (if the first project meeting to select the subcontracted expert is in January 2018) or 01/02/2018 to 01/01/2019.

The subcontractor will be responsible for remitting the deliverables foreseen in the project methodology within the above time frame.

9. PAYMENTS AND STANDARD CONTRACT

The total maximum budget available for the fees of the subcontractor is as follows:

Contract with CEEP Main activities and Meetings

- Desk research, mapping, survey and phone interviews
- Drafting summary intermediate report
- Participating in the steering group meetings (5), in the seminars (4) and in the final conference
- Drafting final report and final political report

Total budget for the Expertise € 58.500,00 (all taxes incl.)

This amount does not include the travel and subsistence costs incurred for attending project meetings. The subcontractor will be remunerated in various instalments (advance, interim and final payment). 30% of the total sum can be invoiced at the beginning of the work, 30% in the middle of the project and the balance after receipt of the final instalment from the European Commission. A contract will be issued between the consultant and the contracting authority (CEEP).

10. SELECTION CRITERIA

The contract will be awarded to the tender whose offer represents the best value for money – taking into account the following criteria:

- Verifiable expertise, experience and skills, as required and described above;
- Proven track record of ensuring the quality of written materials produced, both in terms of content and format (i.e. previous publications), in the relevant subjects specified in this call for tenders;
- Price not exceeding the amount stated above;

11. CONTENT AND PRESENTATION OF THE TENDER

Tenders must be written in English. They must be signed by the tenderer or his duly authorised representative and be perfectly legible so that there can be no doubt as to words and figures. Tenders must be clear and concise and assembled in a coherent fashion.

Since tenderers will be judged on the content of their written bids, they must make it clear that they are able to meet the requirements of the specifications.

All tenders must include at least two sections:

i) Technical proposal

The technical proposal must provide all the information needed for the purpose of awarding the contract, including:

- Specific information covering the technical and professional capacity, as required, in particular:
 - Description of relevant professional experience with emphasis on the specific fields covered by the invitation to tender;
 - Detailed curriculum vitae of key coordinator and/or possible other team members;
 - A selection of the main works and/or articles published by all the experts involved, in relation to the relevant subjects specified in this tender.
- Specific information concerning the proposed methodology for delivering the tasks listed in part 6.

ii) Financial proposal

Prices of the financial proposal must be quoted in euros, including if the sub-contractor is based in a country which is not in the euro-area. As far as the tenderers of those countries are concerned, they cannot change the amount of the bid because of the evolution of the exchange rate. The tenderers choose the exchange rate and assume all risks or opportunities relating to the rate fluctuation.

The maximum amount available for this contract is EUR 58,500 (all taxes included).

Prices shall be fixed and not subject to revision during the performance of the contract.

12. CONTENT AND SELECTION OF THE BIDS

Offers must be received within 40 days of the date of publication of this call for tender by CEEP, i.e. by 8 January 2018. Offers must be sent to CEEP in both formats: electronic (by e-mail to Carlotta.astori@ceep.eu and ceep@ceep.eu in cc) and as a paper copy (see contact details below).

To ensure confidentiality, **bidders must submit their offer in a sealed envelope**. If self-adhesive envelopes are used, they must be sealed with adhesive tape crossed by the signature of the sender.

A committee will be formed comprising representatives of the project partners (CEEP, UDES, ALAL, UNISOC and STRATOSZ). One or more members of this committee will initial the documents, confirming the date and time of each bid. The committee members will sign the report on the bids received, which will list the admissible bids and provide reasons for rejecting bids owing to their failure to comply with the stipulations of the tendering process.

This committee will also evaluate the tenders that have been deemed admissible. An evaluation report and classification of participation requests will be drawn up, dated and signed by all the members of the evaluation committee and kept for future reference.

This report will include:

- The name and address of the contracting authority, the purpose and value of the contract or framework contract;
- The names of any excluded candidates and the reasons for their rejection;
- The names of candidates selected for consideration and the justification for their selection;
- The selected candidate and justification of this choice in terms of the selection or award criteria.

The contracting authorities will then make their decision.

All candidates must either deliver their bid by hand or submit them by registered letter to:

CEEP
CEEP Projects
Rue des Deux Eglises, 26 bte5
BE – 1000 Brussels
BELGIUM
