



**EUROPEAN COMMISSION**

DIRECTORATE-GENERAL FOR EDUCATION AND CULTURE

Modernisation of Education I: Europe 2020, country analysis, Erasmus+ coordination  
**Studies, impact assessments, analysis and statistics**

## **CALL FOR TENDERS**

**Open procedure N° EAC/47/2014**

**Framework Service Contract to carry out studies  
supporting European cooperation in education and youth**

# **TENDER SPECIFICATIONS**

## TABLE OF CONTENTS

1.	INFORMATION ON TENDERING.....	3
1.1.	Participation.....	3
1.2.	Contractual conditions.....	3
1.3.	Joint tenders.....	3
1.4.	Subcontracting.....	3
1.5.	Content of the tender.....	4
1.6.	Identification of the tenderer: legal capacity and status.....	5
2.	EVALUATION AND AWARD.....	6
2.1.	Evaluation steps.....	6
2.2.	Exclusion criteria.....	6
2.3.	Selection criteria.....	6
2.4.	Award criteria.....	10
2.5.	Technical offer.....	12
2.6.	Financial offer.....	12
2.6.1	Price quote.....	12
2.6.2.	Specific conditions – validity of financial offer.....	13
3.	TECHNICAL SPECIFICATIONS.....	13
4.	CONTENT, STRUCTURE AND GRAPHIC REQUIREMENTS OF THE FINAL DELIVERABLES.....	21
5.	ANNEXES.....	22

## **1. INFORMATION ON TENDERING**

### **1.1. Participation**

Participation in this tender procedure is open on equal terms to all natural and legal persons coming within the scope of the Treaties and to all natural and legal persons in a third country which has a special agreement with the Union in the field of public procurement on the conditions laid down in that agreement. Where the Multilateral Agreement on Government Procurement<sup>1</sup> concluded within the WTO applies, the participation to the call for tender is also open to nationals of the countries that have ratified this Agreement, on the conditions it lays down.

### **1.2. Contractual conditions**

The tenderer should bear in mind the provisions of the draft contract which specifies the rights and obligations of the contractor, particularly those on payments, performance of the contract, confidentiality, and checks and audits.

### **1.3. Joint tenders**

A joint tender is a situation where a tender is submitted by a group of economic operators (consortium). Joint tenders may include subcontractors in addition to the joint tenderers.

In case of joint tender, all economic operators in a joint tender assume joint and several liability towards the Contracting Authority for the performance of the contract as a whole. Nevertheless, tenderers must designate a single point of contact for the Contracting Authority.

After the award, the Contracting Authority will sign the contract either with all members of the group, or with the member duly authorised by the other members via a power of attorney.

### **1.4. Subcontracting**

Subcontracting is permitted in the tender but the contractor will retain full liability towards the Contracting Authority for performance of the contract as a whole.

Tenderers must give an indication of the proportion of the contract that they intend to subcontract.

Tenderers are required to identify all subcontractors whose share of the contract is above 10%.

During contract execution, the change of any subcontractor identified in the tender will be subject to prior written approval of the Contracting Authority.

---

<sup>1</sup> See [http://www.wto.org/english/tratop\\_E/gproc\\_e/gp\\_gpa\\_e.htm](http://www.wto.org/english/tratop_E/gproc_e/gp_gpa_e.htm)

## 1.5. Content of the tender

The tenders must be presented as follows:

- Identification of the tenderer (see below and Annex 1)
- Evidence for exclusion criteria (see section 2.2 and Annex 2)
- Evidence for selection criteria (see section 2.3 and Annexes 3, 6 and 7)
- Financial offer (see section 2.6 and Annex 4)
- Technical offer (see sections 2.5 & 3). The technical offer shall include a hypothetical example of a study design, as described below. The study design shall elaborate the research question based on existing literacy, describe the proposed methods used for data collection and analyses, propose a composition of the team and allocation of roles within the team, explain the organisation of the work during the project, describe the quality control systems and propose structures for the final deliverables.

Hypothetical Study Example: How initial teacher education prepares teachers for diversity in the classroom

### A. Introduction

*Schools struggle to address the rapidly growing diversity of learners, in particular a growing number of migrant children with minority and/or migrant background. In addition to comparatively low levels of basic skills, as shown by recent evidence from the PISA and PIAAC studies, early school leaving rates are twice as high among learners from a migrant background.*

*According to TALIS 2013, the OECD's latest round of the Teaching and Learning International Survey, teaching in a multicultural or multilingual setting is among the areas in which teachers report the highest need for professional development to tackle current deficits. TALIS 2013 also points out that dealing with challenging classroom environments is one of the factors linked to lower job satisfaction.*

### B. Focus of the study

*The aim of the project is to **consolidate the knowledge base and to gather evidence on the way student teachers are prepared to deal with diversity in the classroom** against the background of growing migration and diversity in schools across Europe. Results will guide future Commission activities in this field.*

*The study shall consist of:*

- *a comprehensive analysis and overview of ways in which Initial Teacher Education prepares student teachers to deal with diversity in the classrooms, is this reflected in curricula, targeted practical experience, or other mechanisms.*
- *a mapping and analysis of policies, strategies and initiatives to encourage a learner centred approach in schools and/or dealing with diversity in the classroom, in particular with a view to their effectiveness and impact.*

*- concrete recommendations for further actions on national and EU level based on the analysis as mentioned above and international comparison.*

### **C. Deliverables**

The contractor shall deliver a final synthesis report including description of the methodologies used, the main findings as well as recommendations. In addition the contractor shall produce descriptive country fiches for all countries covered.

### **D. Geographic coverage:**

*The study shall collect, analyse and present data from all EU and EFTA countries as well as from US, Australia and Brazil. The recommendations shall be presented in view of advising policies in the EU and in partner countries as appropriate.*

### **F. Duration**

The final report is expected be delivered 12 months after the signature of the specific contract.

### **G. Budget**

The maximum budget available for the study is 280.000 EUR

## **1.6. Identification of the tenderer: legal capacity and status**

The tender must include Annex 1 presenting the name of the tenderer (including all entities in case of joint offer) and identified subcontractors if applicable, and the name of the single contact person in relation to this tender.

If applicable, **Annex 1** must indicate the proportion of the contract to be subcontracted.

In case of joint tender, Annex 1 must be signed by a duly authorised representative for each tenderer, or by a single tenderer duly authorised by other tenderers (with power of attorney).

Subcontractors must provide a letter of intent stating their willingness to provide the service foreseen in the offer and in line with the present tender specification.

In order to prove their legal capacity and their status, all tenderers must provide a signed Legal Entity Form with its supporting evidence. The form is available on:

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)

Tenderers that are already registered in the Contracting Authority's accounting system (i.e. they have already been direct contractors) must provide the form but are not obliged to provide the supporting evidence where 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.

The tenderer (or the single point of contact in case of joint tender) must provide a Financial Identification Form and supporting documents. Only one form per offer should be

submitted (no form is needed for subcontractors and other joint tenderers). The form is available on: [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/index\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/index_en.cfm)

Tenderers must provide the following information if it has not been included with the Legal Entity Form:

- For legal persons, a legible copy of the notice of appointment of the persons authorised to represent the tenderer in dealings with third parties and in legal proceedings, or a copy of the publication of such appointment if the legislation which applies to the legal entity concerned requires such publication. Any delegation of this authorisation to another representative not indicated in the official appointment must be evidenced.
- For natural persons, where applicable, a proof of registration on a professional or trade register or any other official document showing the registration number.

## **2. EVALUATION AND AWARD**

### **2.1. Evaluation steps**

The evaluation is based on the information provided in the submitted tender. It takes place in three steps:

- (1) Verification of non-exclusion of tenderers on the basis of the exclusion criteria
- (2) Selection of tenderers on the basis of selection criteria
- (3) Evaluation of tenders on the basis of the award criteria

Only tenders meeting the requirements of one step will pass on to the next step.

### **2.2. Exclusion criteria**

All tenderers shall provide a declaration on their honour (see Annex 2), duly signed and dated by an authorised representative, stating that they are not in one of the situations of exclusion listed in the Annex 2.

The declaration on honour is also required for identified subcontractors whose intended share of the contract is above 10%.

The successful tenderer shall provide the documents mentioned as supporting evidence in Annex 2 before signature of the contract and within a deadline given by the contracting authority. If the requested evidence is not submitted in due time, the Contracting Authority can award the Contract to the Tenderer evaluated as the next-best. This requirement applies to all members of the consortium in case of joint tender and to identified subcontractors whose intended share of the contract is above 10%.

### **2.3. Selection criteria**

Tenderers must prove their economic, financial, technical and professional capacity to carry out the work subject to this call for tender.

The evidence requested should be provided by each member of the group in case of joint tender and identified subcontractor whose intended share of the contract is above 10%. However a consolidated assessment will be made to verify compliance with the minimum capacity levels.

The tenderer may rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the Contracting Authority 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.

### ***2.3.1. Economic and financial capacity criteria and evidence***

In order to prove their economic and financial capacity, the tenderer (i.e. in case of joint tender, the combined capacity of all members of the consortium and identified subcontractors) must comply with the following criteria:

- Turnover of the last two financial years above € 1,600,000 per year.

The analysis of the financial capacity will be performed by the Contracting Authority based on the following methodology: [http://ec.europa.eu/dgs/education\\_culture/calls/evaluation-procurements\\_en.htm](http://ec.europa.eu/dgs/education_culture/calls/evaluation-procurements_en.htm).

The following evidence should be provided:

- annex 3 " Economic and financial capacity analysis form" filled in with the relevant statutory accounting figures, in order to calculate the financial ratios
- for economic operators required under national law to keep a complete set of accounts: the balance sheet, profit and loss account and annexes of the last two years for which accounts have been closed;
- for economic operators required under national law to keep a simplified set of accounts: the statement of expenditure and revenue and the annex showing assets and liabilities for the last two financial years for which accounts have been closed;
- in all cases, a statement of overall turnover and turnover concerning the supplies or services covered by the contract, provided over the last two financial years for which accounts have been closed.

If, for some exceptional reason which the Contracting Authority considers justified, a tenderer is unable to provide one or other of the above documents, he or she may prove his or her economic and financial capacity by any other document which the Contracting Authority considers appropriate. In any case, the Contracting Authority must at least be notified of the exceptional reason and its justification in the tender. The Commission reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

### ***2.3.2. Technical and professional capacity criteria and evidence***

### a. Criteria relating to tenderers

Tenderers (in case of a joint tender the combined capacity of all tenderers and identified subcontractors) must comply with the following criteria:

- The tenderer must prove experience of mobilising appropriate scientific expertise (whether from academia or from the private sector) to carry out studies in the field of education (including training of researchers), training and youth, as well as in the field of innovation, as described in Technical specifications with at least six projects delivered in this field in the last five years with a minimum value for each project of € 100,000.
- The tenderer must prove experience of working and drafting reports in English language with at least six projects delivered in English during the last five years.
- The tenderer must prove experience of studies covering all EU countries with at least three projects delivered in the last five years, the combination of which must show the necessary coverage
- The tenderer must prove experience of studies within wider international context, relevant to the EU policy dialogue with third countries<sup>2</sup> with at least three projects delivered in the last five years.
- The tenderer must prove experience in survey techniques, data collection, statistical analyses and drafting policy recommendations with at least three projects delivered in the last five years.

### b. Criteria relating to the team delivering the service:

The team proposed by the tenderer (team leaders, senior experts, experts, other staff) must combine all the experience and skills in expertise profiles described below. Each of these profiles need not necessarily correspond to one person. One expert may have the skills and experience required to cover more than one role in the contract. Equally, one role may be divided between two or more experts if the tenderer believes that this will be the most effective way to achieve the desired results.

#### A. Policy fields:

- in-depth knowledge, expertise and recognised skills in the fields of European and national **education and youth policies**, including all the themes covered under ET 2020 and under the EU Youth Strategy as well as the themes covered under **Horizon2020 for the Excellent Science pillar**. All education and training categories (formal, non-formal and informal) and levels (including pre-school and school education, initial and continuing vocational education and training, higher education, adult education, training of researchers) must be covered, as well as the relation between education and related policies (especially employment, economic development, research and innovation, social inclusion, active citizenship and sport).

---

<sup>2</sup> [http://ec.europa.eu/education/policy/international-cooperation/world-policy-dialogue\\_en.htm](http://ec.europa.eu/education/policy/international-cooperation/world-policy-dialogue_en.htm)



Similarly for the Youth policy, all fields of action – education & training, employment & entrepreneurship, health & well-being, participation, voluntary activities, social inclusion, youth & the world, creativity & culture – must be covered.

#### **B. Prospective studies:**

- expertise and recognized skills on research related to **new developments and trends** in education systems at European, as well as related to training and skills development for researchers. Track record should be provided at national and international levels.

#### **C. Methodologies:**

- proven expertise and recognised skills in **comparative cross-national analysis, policy analysis and evaluation, analyses and implementation of surveys**. Expertise covering both qualitative and quantitative aspects is required.

#### **D. Statistics and data**

- high level of expertise and experience in **statistical, micro data and indicator analysis and using the results of international surveys** at European, at national and international level, including the work carried out by international organisations such as the OECD and UNESCO.

The tenderer should propose a team of at least 10 experts composed of the following different staff categories and all together covering the full spectrum of requirements outlined in points A, B, C and D above:

- o team leaders (Level I), which must have:
  - (a) at least 15 years of professional experience related to the expertise profiles A, B, C or D above,
  - (b) at least 10 years of experience of project management,
  - (c) at least 10 years of experience in working with international projects at European level, and
  - (d) Proficient user<sup>3</sup> level of English;
- o senior experts (Level II) which have:
  - (e) at least 10 years of professional experience related to the expertise profiles A, B, C or D above,
  - (f) at least 5 years of experience in working with international projects at European level, and
  - (g) Proficient user<sup>3</sup> level of English;
- o experts (Level III), which have:
  - (h) at least 5 years of professional experience related to the expertise profiles A, B, C or D above,
  - (i) at least 2 years of experience in working with international projects at European level, and
  - (j) Proficient user<sup>3</sup> level of English;
- o other staff (Level IV) must have:
  - (k) academic qualification related to the expertise profiles A, B, C or D above  
or

---

<sup>3</sup> [Common European Framework of Reference for Languages](#)

- qualification / training / experience for support functions / tasks to be performed under the contract, and
- (l) Proficient user<sup>3</sup> level of English.

It is required that each Contractor is able to run at least three projects in parallel, assuming a realistic distribution of the assignments. Each of the three simultaneous projects must have as a minimum a team leader, senior and junior experts. However, a given expert can participate in two or more assignments in parallel, provided that their expertise is in line with the specific project specifications and the quality and time schedule of each of the assignments is not compromised.

### **c. Evidence:**

The following evidence should be provided to fulfil the above criteria:

- List of relevant services completed in the past five years (since 1/01/2010) in the area of education, training and youth as well as in the area of research and innovation (not only in academia but also in businesses), including a description of the type of work carried out, the geographical coverage, the human and financial resources used, dates and recipients, public or private. The most important services shall be accompanied by examples of deliverables or links to deliverables available online and by certificates of satisfactory execution, specifying that they have been carried out in a professional manner and have been fully completed;
- Description of the division of roles within the proposed team in view of running in parallel three projects during a period of 12 months with a budget of € 200,000.
- The qualifications, professional experience and English proficiency level of the persons who will provide the service for this tender (CVs) including the management staff. Each CV provided should indicate the intended function in the delivery of the service and the classification by staff category (I, II, III or IV) as defined in the Price Form (Annex 4). The model CV (Annex 6) must be used for the presentation of these persons.

## **2.4. Award criteria**

The tender will be awarded according to the best-value-for-money procedure. The quality of the tender will be evaluated taking into account the proposed hypothetical study example and the other requested descriptions (see 2.5.) based on the following criteria. The maximum total quality score is 100 points.

- **Pertinence and methodological quality of the proposed hypothetical study example** (50 points - – minimum threshold 50%)

Sub-criterion 1.1 (25 points – minimum threshold 50%):

Understanding of policy objectives and challenges, as well as of EU programmes and frameworks in the field of education (including training of researchers), training, youth and innovation both within the EU and internationally. This includes the scope of actions, problems addressed, stakeholders' roles, working methods, current trends and particular challenges.

Sub-criterion 1.2 (25 points – minimum threshold 50%):

Quality and relevance of specific methodologies and approaches proposed to be applied.

- **Organisation of the work** (25 points – minimum threshold 50%)

Sub-criterion 2.1 (10 points – minimum threshold 50%):

Based on the generic description: the quality and relevance of the proposed systems and principles of allocating the roles and responsibilities within the proposed team and of the economic operators (in case of joint tenders, including subcontractors if applicable). The quality and relevance of the proposed systems for time management and project monitoring.

Sub-criterion 2.2 (15 points – minimum threshold 50%):

Based on the hypothetical study example: the global allocation of time and resources to the project in question and to each task or deliverable, and whether this allocation is adequate for the work. For this purpose the tender should provide details on the allocation of time and resources and the rationale behind the choice of this allocation.

- **Quality control measures** (25 points – minimum threshold 50%)

Sub-criterion 3.1 (10 points – minimum threshold 50%):

Based on the generic description: the pertinence of the quality control system proposed to be applied to the quality of the deliverables, the language quality check, and continuity of the service in case of absence of the member of the team.

The quality control system should cover measures to ensure, for example:

- running several projects in parallel;
- rapid response and timely availability of the specific expertise required for different requests for service;
- use of an independent peer-review system at some stages of the development of the deliverables;
- system of conducting a native – English and French - speaker review of the final deliverables.

Sub-criterion 3.2 (15 points – minimum threshold 50%):

Based on the hypothetical study example: the quality of control measures proposed specifically to these cases and their consistency with the description of generic quality control measures.

Tenders must score minimum 50% for each criterion and sub-criterion, and minimum 65% in total. Tenders that do not reach the minimum quality thresholds will be rejected and will not be ranked.

After evaluation of the quality of the tender, the tenders are ranked using the formula below to determine the tender offering best value for money. A weight of 70/30 is given to quality and price.

$$\text{Score for tender X} = \frac{\text{cheapest price}}{\text{price of tender X}} * 30 + \frac{\text{total quality score (out of 100) for all award criteria of tender X}}{100} * 70$$

## 2.5. Technical offer

The technical offer must cover all aspects and tasks required in the technical specification and provide all the information needed to apply the award criteria. Offers deviating from the requirements or not covering all requirements may be excluded on the basis of non-conformity with the tender specifications and will not be evaluated.

The quality of tender will be assessed taking into account both the hypothetical study example as well as more generic description of the organisation of the work and quality control systems to be applied during the whole duration of the Framework Contract. The tender shall therefore include in the technical offer:

- a description of division of roles and responsibilities within the team and between the economic operators involved;
- a description of quality control, supervision and monitoring methods that are used to ensure high quality of products and their timely delivery.

The hypothetical study example shall demonstrate how these generic elements are applied into practice in these particular cases.

## 2.6. Financial offer

The price for the tender must be quoted in euro (use Annex 4). Tenderers from countries outside the euro zone have to quote their prices in euro. The price quoted may not be revised in line with exchange rate movements. It is for the tenderer to assume the risks or the benefits deriving from any variation.

Prices must be quoted free of all duties, taxes and other charges, including VAT, as the European Union is exempt from such charges under Articles 3 and 4 of the Protocol on the privileges and immunities of the European Union. The amount of VAT may be shown separately.

### 2.6.1 Price quote

The Tender shall determine the cost per person day for the different categories of experts indicated in the price form shown in Annex 4. The cost per person day must include all types of overheads, as specified in the explanatory notes of Annex 4. The value of the tender taken into account in order to determine the most economically advantageous tender will be the total price calculated on the basis of the Price Form shown in Annex 4, i.e., the sum of the daily rates for the four categories of staff. This total price will be used in the award process for the price comparisons of the different offers (see Annex 8 on the award criteria for specific contracts).

The Price Form (Annex 4) will constitute the future contractual basis for the pricing for the Specific Contracts in case of contract award. In this regard, it will be an integral part of

Annex II (Contractor's Tender) of the Framework Contract. Accordingly, the price form must be completed in full and signed by a person able to engage the bidder financially. Any incomplete tender will be excluded from the evaluation procedure.

Personnel fees must be fixed and include all costs (project management, quality control, training of the Contractor's staff, support resources, etc.) and all expenditure (secretariat, salaries, social security, administrative costs, etc.) incurred directly and indirectly by the Contractor in the performance of the tasks which may be entrusted to him.

The personnel fees must also include the travel and subsistence costs for services provided in the Contractor's premises.

No other price items beyond the specified above shall be considered in the evaluation of the price offers.

The costs of dispatching the tender shall be borne by the Tenderer.

### **2.6.2. Specific conditions – validity of financial offer**

In order to be valid, the financial proposal must be:

- Completed, filled in, dated, stamped, and signed by the authorised person. Each page shall be dated and signed.
- Precise, unambiguous and avoid terms such as "To be discussed", "conditional to", "depending on x".

All requested prices shall be quoted.

## **3. TECHNICAL SPECIFICATIONS**

### **3.1. Policy context**

#### ***3.1.1. EU's role in the field of education and training***

While the responsibility for the education and training systems lies with the Member States, the Treaty provides the EU with a competence to support and supplement the efforts of Member States to improve and modernise their education and training systems. The EU's supportive role is put in practice notably through policy cooperation and through EU programmes. European Commission supports and coordinates the policy cooperation between Member States as well as policy dialogue with third countries. It launches policy initiatives through Commission's communications and is in charge of initiating, implementing and evaluating the EU programmes. The Conclusions and Recommendations of the European Council provide guidance and direction for the policy cooperation.

#### ***3.1.2. The Europe 2020 Strategy***

The Europe 2020 Strategy lays down the European Union's vision for smart, sustainable and inclusive growth. Since its adoption in 2010, the Europe 2020 Strategy devotes an important role to education and training for achieving its economic and social objectives. As part of its headline targets, strategy includes a double target for education: a) to reduce early school leaving to less than 10%; and b) to increase tertiary graduate levels to at least 40% of the young adult population. In addition, the Europe 2020 "flagship initiatives" *Youth on the Move*, the *Agenda for New Skills and Jobs* and the *Innovation Union*, include strong actions in the field of education and training.

A major tool for implementing the Europe 2020 strategy is the so-called "European Semester" within which Member States are given annually specific guidance on priority

reforms through so called "Country-Specific Recommendations". These recommendations, proposed by the Commission and endorsed by the Council, have increasingly touched also education and training systems notably due to their importance for employment, economic development and innovation as well as for social inclusion. In order to base the recommendations on solid evidence, the Commission's DG Education and Culture has gradually strengthened its capacity to analyse the national education and training systems in depth.

The Commission has recently adopted several Communications, which elaborate further the potential and role of education and training in the context of the EU 2020 strategy. Notably, the "Agenda for the modernisation of Europe's higher education systems" addressed the challenges facing European higher education and identified five priority areas for action by Member States, institutions and the EU<sup>4</sup>, the "Rethinking Education" addressed the issues of quality, accessibility and funding of education systems in the context of current unemployment and skills challenges<sup>5</sup>, the "Opening up Education" analysed the challenges and opportunities created by new technologies and open educational resources<sup>6</sup>, and the "European higher education in the world" addressed the issue of internationalization of higher education.<sup>7</sup>

### ***3.1.3. ET2020 Strategic Framework for European cooperation in education and training***

The policy cooperation in the area of education and training is guided by the **ET2020 Strategic Framework**<sup>8</sup>, adopted by the Council in May 2009 for the period up to 2020 with *four strategic objectives*:

1. Making lifelong learning and mobility a reality;
2. Improving the quality and efficiency of education and training;
3. Promoting equity, social cohesion and active citizenship;
4. Enhancing creativity and innovation, including entrepreneurship, at all levels of education and training.

The ET 2020 framework is implemented through the open method of coordination (OMC). Seven European benchmarks have been established (early school leavers, tertiary level attainment, adult participation in lifelong learning, early childhood education, low achievers in basic skills, student mobility, employability)<sup>9</sup>. The progress towards the benchmarks is annually assessed in an analytical report prepared by DG EAC, the "Education and Training **Monitor**"<sup>10</sup>.

As an overarching framework covering all education and training sectors, the ET 2020 incorporates also the *Copenhagen process* in vocational education and training and takes account of the *Bologna process* (European Higher Education Area) in relation to higher education. Within a lifelong learning perspective, the framework covers learning at all

---

<sup>4</sup> <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2011:0567:FIN:EN:PDF>

<sup>5</sup> <http://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1389778594543&uri=CELEX:52012DC0669>

<sup>6</sup> <http://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1389115469384&uri=CELEX:52013DC0654>

<sup>7</sup> <http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:52013DC0499>

<sup>8</sup> See: [http://ec.europa.eu/education/policy/strategic-framework/index\\_en.htm](http://ec.europa.eu/education/policy/strategic-framework/index_en.htm)

<sup>9</sup> See: [http://ec.europa.eu/education/policy/strategic-framework/index\\_en.htm](http://ec.europa.eu/education/policy/strategic-framework/index_en.htm)

<sup>10</sup> See: [http://ec.europa.eu/education/tools/et-monitor\\_en.htm](http://ec.europa.eu/education/tools/et-monitor_en.htm)

levels and in all forms (formal, non-formal and informal). It also addresses the challenge to ensure a fully functioning knowledge triangle of education-research-innovation.

The ET 2020 framework is reviewed every three years through a Commission's and Councils' **Joint Report**, which takes stock on the progress in the implementation of reforms and sets out priority areas for the coming three years. Currently a profound review, based on a broad stakeholder consultation, is taking place and leading to the next Joint Report in early 2015.

#### **3.1.4. The EU Youth Strategy**

The main responsibility for youth policy lies with the Member States and the Treaty of Lisbon provides the EU with a competence to support and supplement Member States' efforts. The EU's role is put in practice through policy cooperation and youth activities under Erasmus+.

The Council Resolution of 2009 on a renewed framework for European cooperation in the youth field (2010-18), referred to as EU Youth Strategy, establishes a framework under which EU Member States can cooperate on youth related issues.

The Youth strategy's two general objectives are:

- (I) to create more and equal opportunities for all young people in education and in the labour market, and
- (II) to promote the active citizenship, social inclusion and solidarity of all young people.

To this purpose, the EU Youth Strategy invites Member States and the Commission to take initiatives through a dual approach:

- (I) To take specific initiatives in the youth field - i.e. policies and actions specifically targeted at young people in areas such as non-formal learning, participation, voluntary activities, youth work, mobility and information.
- (II) To develop mainstreaming - i.e. initiatives pursuing a cross-sectoral approach where due account is taken of youth issues when formulating, implementing and evaluating policies and actions in other policy fields which have a significant impact on young people.

The EU Youth Strategy proposes initiatives in **eight fields of action** including 'Education & training', 'Employment & entrepreneurship', 'Health & well-being', 'Participation', 'Voluntary activities', 'Social inclusion', 'Creativity & culture', and 'Youth & the world'.

The Strategy is implemented by way of several instruments, including providing evidence-based policy and better knowledge, mutual learning, consultation and dialogue with young people and monitoring of progress. Every three years an EU Youth Report is established, which evaluates progress made towards the overall objectives of the Youth Strategy and the specific priorities of the work cycle, and identifies good practice.

### 3.1.5. *EU policy dialogue and action in education, training and youth at the international level*

The EU has an active policy for cooperation in education and training (higher education in particular) with non-European Union countries, with five main priorities<sup>11</sup>:

- To advance the EU as a centre of excellence in education and training;
- To support partner countries outside the EU in their modernisation efforts;
- To promote common values and closer understanding between different peoples and cultures;
- To support Member States and higher education institutions in the EU and beyond in their internationalisation efforts;
- To improve the quality of services and human resources in the EU and beyond through mutual learning, comparison and exchange of good practice.

Cooperation with non-EU countries enhances the quality of education and training in the EU and beyond by promoting peer-to-peer learning and comparison with education systems worldwide. It boosts innovation and job creation through mobility, and offers opportunities for staff and students to broaden their horizons through participation in EU programmes. European universities have a positive record of internationalisation; they have facilitated the development of international curricula and joint degrees, fostered international research and innovation projects, and supported the exchange of students, staff, and knowledge.

In the area of youth the EU aims to **support young people to cooperate with regions outside Europe** and to be more **involved in global policy processes** on issues such as climate change, the UN Millennium Development Goals, human rights, etc.

In particular, this means:

- **raising awareness of global issues** among young people;
- providing opportunities for young people to **exchange views with policy makers** on global issues;
- fostering **mutual understanding** among young people from all over the world through dialogue;
- **encouraging young people to volunteer** for environmental projects ("**green volunteering**") and adopt "green behaviour" (recycling, saving energy, using hybrid vehicles, etc.);
- **promoting entrepreneurship, employment, education, and volunteering opportunities outside Europe**;
- promoting **cooperation with and exchanges between youth workers** on different continents;
- **encouraging young people to volunteer** in developing countries or to work on development issues in their own country.

---

<sup>11</sup> For more information see: [http://ec.europa.eu/education/policy/international-cooperation/index\\_en.htm](http://ec.europa.eu/education/policy/international-cooperation/index_en.htm)



### 3.1.6. Erasmus+ programme

Erasmus+ is the European Union's programme for education, training, youth and sport for the period 2014-2020<sup>12</sup>. The programme supports policy actions aimed at achieving the EU's policy goals in the field of education, training, youth and sport both in programme and non-European Union partner countries around the world. Erasmus+ seeks to impact on three levels: individuals, institutions/organisations, and systems. There are therefore three types of key actions:

- *KA 1: Learning mobility of individuals* offering opportunities for students, doctoral candidates, trainees, young volunteers and youngsters in general, as well as teachers, trainers, lecturers and youth workers.
- *KA 2: Cooperation for innovation and exchange of good practices*, which provides the opportunity to build partnerships driving collaboration within and between the education, training and youth institutions and organisations, as well as with the world of work.
- *KA3: Support for policy reform*. This Key Action supports *Knowledge in the fields of education, training and youth* for evidence-based policy making, *Initiatives for policy innovation* to stimulate innovative policy development, *Support to European policy tools* to facilitate transparency and recognition of skills and qualifications, *Cooperation with international organisations* and *Stakeholder dialogue*.

The specific objectives pursued by the Erasmus+ Programme in the field of education and training are explained in the Erasmus+ Programme Guide, p. 26.<sup>13</sup> and in the field of youth in the Erasmus+ Programme Guide, p. 28<sup>14</sup>.

### 3.1.7. Horizon 2020 Programme

The EU's Framework Programme for Research and Innovation, Horizon 2020, includes areas which are particularly relevant for Education and Training policies. The **European Institute for Innovation and Technology**<sup>15</sup> supports innovation and entrepreneurship through strategic cooperation between higher education, research, and business sectors. The **Marie Skłodowska-Curie actions (MSCA)**<sup>16</sup>, support training and career development of researchers through international, intersectoral and interdisciplinary mobility. The underlying objective is to develop the innovation capacity of the European Research Area with a view to promoting a knowledge-based, innovative, sustainable and inclusive Europe.

There are the following types of MSCA:

- *Research networks (ITN): support for Innovative Training Networks* (competitively selected joint research training and/or doctoral programmes, implemented by European partnerships of universities, research institutions, and non-academic organisations);
- *Individual fellowships (IF): support for experienced researchers undertaking mobility between countries, optionally to the non-academic sector;*

---

<sup>12</sup> [http://ec.europa.eu/programmes/erasmus-plus/discover/index\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/discover/index_en.htm)

<sup>13</sup> [http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide\\_en.pdf](http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide_en.pdf)

<sup>14</sup> [http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide\\_en.pdf](http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide_en.pdf)

<sup>15</sup> [http://ec.europa.eu/education/eit/index\\_en.htm](http://ec.europa.eu/education/eit/index_en.htm)

<sup>16</sup> <http://ec.europa.eu/programmes/horizon2020/en/h2020-section/marie-skłodowska-curie-actions>

- *International and inter-sectoral cooperation through the Research and Innovation Staff Exchanges (RISE) supporting short-term mobility of research and innovation staff at all career levels;*
- *Co-funding of regional, national and international programmes that finance fellowships involving mobility to or from another country to encourage the movement of researchers across borders and provide good working conditions.*

### **3.2. Objectives**

Based on this call for tenders the Commission will sign framework contracts, which will enable to procure studies in the field of education, training and youth. The main objective is to enhance evidence-based policy making and support the Commission's work with reliable knowledge, evidence, analysis and policy guidance on specific topics in this field. The studies to be procured will relate to the policy context described above and support the design and implementation of the EU policy agenda and EU programmes in this field.

Notably, the studies will, in the areas of education, training, youth, research and innovation, be aimed at:

- Supporting the Commission in its efforts to analyse and assess national and international situations, trends and impact of policies in the countries indicated in the section 3.4
- Enhancing the Commission's capacity to identify key challenges and policy options and promoting international, interdisciplinary and inter-sectoral collaborations.
- Providing in-depth comparative analysis and evaluation on policy issues and reforms linked to the EU agenda that can inform the work of both European and national/regional policy makers;
- Providing analyses which deepen the understanding and demonstrate the potential of these policies in contributing to the objectives of the overall Europe 2020 strategy.
- Providing evidence for concrete policy guidance to support EU Member States in their efforts to develop more efficient, inclusive and equitable systems and strategies;
- Providing analysis which deepens the understanding on policies and practices across non-European Union partner countries as input for further collaboration efforts, to stimulate discussion between the leadership and policy makers, to support strategies on internationalisation and as a reference for institutions, organisations and associations.
- Making available sound comparative international data and secondary analyses on innovative policies and facilitating their transferability and scalability.
- Feeding information into OMC peer-learning processes involving national policy makers, facilitated by the Commission;
- Supporting the Commission in implementing the Erasmus+ programme and Marie Skłodowska-Curie actions, including by using surveys to gather feedback from stakeholders and users of the programme, and identifying key findings and policy lessons from the activities supported by the programme/actions.

### **3.3. Tasks**

The specific studies to be procured under the Framework Contracts will typically include the following categories of tasks (non-exhaustive list):

- In-depth review, analysis and interpretation of existing knowledge in official reports, academic literature, statistical data, national and international surveys and in other relevant sources of information.
- Collection and analyses of new empirical data and first-hand information from Member States' administration and from other relevant national and international stakeholders (including from the private sector and European federations or associations,) using surveys, interviews, focus groups and other relevant research methodologies.
- Workshops with relevant stakeholders to debate and elaborate the preliminary research findings and interpretations.
- Identification of policy options based on the results of the three previous categories of tasks and assessment of their feasibility and expected impact.

### **3.4. Geographical area to be covered**

The tenderer should be able to cover the countries participating in ET 2020 and in the Erasmus+ Programme, i.e. the 28 Member States of the European Union, the EFTA countries (Iceland, Liechtenstein, Norway and Swiss Confederation) and the candidate countries (Montenegro, Serbia, Turkey and the Former Yugoslav Republic of Macedonia). Similarly, it should cover countries participating in and associated with Horizon 2020<sup>17</sup>. In addition, the tenderer must be in the position to cover all countries that are members of the European Higher Education Area<sup>18</sup> as well as all third countries and world regions that are covered by the EU policy dialogue with third countries in the field of education, training<sup>19</sup> and youth<sup>20</sup>. Geographic coverage might evolve if other countries join Erasmus+ or Horizon 2020 Programmes, the European Higher Education Area or the policy dialogue.

### **3.5. Implementation of the contract**

This contract is based on the system of multiple framework contracts with reopening of competition. One Framework Contract will be concluded on the same terms with each Contractor, up to a maximum of four Contractors, setting out the general contractual terms (legal, financial, technical, administrative, etc.) that apply during their period of validity and govern commercial relations between the Contracting Authority and the Contractors.

The model Framework Contract applicable is provided in Annex 5 to the Specifications. Bidders must declare their acceptance of it and must take it into account when drawing up their tender.

Tenderers' attention is drawn to the fact that the framework contract does not constitute placement of an order but is merely designed to set the legal, financial, technical and administrative terms governing relations between the contracting parties during the validity of the contract.

The signature of the framework contract does not commit the Contracting Authority to placing orders and does not give the Contractor any exclusive rights to the services covered by the Framework Contract. In any case, the Contracting Authority reserves the

---

<sup>17</sup> [http://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/hi/3cpart/h2020-hi-list-ac\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/3cpart/h2020-hi-list-ac_en.pdf)

<sup>18</sup> <http://www.ehea.info/members.aspx>

<sup>19</sup> [http://ec.europa.eu/education/policy/international-cooperation/world-policy-dialogue\\_en.htm](http://ec.europa.eu/education/policy/international-cooperation/world-policy-dialogue_en.htm)

<sup>20</sup> [http://ec.europa.eu/youth/policy/youth\\_strategy/world\\_en.htm](http://ec.europa.eu/youth/policy/youth_strategy/world_en.htm)

right, at any time during the framework contract, to cease placing orders without the Contractor thereby having the right to any compensation.

### **3.6. Contract management**

#### ***3.6.1. Responsible body***

The framework contract will be managed by designated unit of the European Commission's Directorate-General for Education and Culture. Specific contracts will be managed by the responsible operational units within Directorate-General for Education and Culture and other Directorates-General working on topics described in sections 3.1., 3.2., and in 3.3.

#### ***3.6.2. Procedure for specific contracts***

When the Contracting Authority wishes to contract services under the Framework Contract, it will send all the Contractors a request for services by e-mail. The request will set out the terms of reference for the task, the deliverables to be provided, the maximum budget available including all expenses and the performance deadlines.

Within 3 working days, the Contractors shall acknowledge receipt of the request for services by e-mail, and confirm their availability to carry out the services required. The Contractor has the obligation to respond to each request sent to them. If a contractor is not in a position to make an offer, a justification must be provided by the deadline for submission of the offer at the latest.

Within 20 working days after the date of sending the request for services, the Contractors shall submit to the Contracting Authority a written proposal for the execution of the tasks required, including an outline of the methodologies proposed, a work programme and a price for the service. This price must present a clear breakdown of person/days per category of experts and per work package/task, and be based on the indications given in the Price Form (Annex 4). In case a shorter deadline is justified by the nature of the requested tasks, the 20 working days period may be shortened with the agreement of all parties.

The Contracting Authority's services concerned will examine the proposals received. The Specific Contract will be awarded to the offer with the best value for money, on the basis of the award criteria for specific contracts (see Annex 8).

The Contracting Authority may use a negotiated procedure for new services consisting in the repetition of similar services entrusted to the Contractor awarded the initial specific contract of the initial amount, provided that these services conform to a basic project, and to the conditions of article 134.1.f of the Rules of Application of the financial regulation.

#### ***Indicative total contract amount***

Given the characteristics of this framework contract to be awarded, the volume of services required by the Contracting Authority will vary annually.

It is estimated that approximately 10 assignments per year, will be proposed to the Contractors of this framework contract. The available budget/study will typically situate between € 150.000 and € 300.000. These indicative figures are not binding and will be subject to adjustments.

Therefore, no assurance is given on the volume, value and frequency of the assignments implemented under this framework contract. The maximum procurement is € 8.000.000 for the full period of 4 years.

If the framework contract is used faster than initially assumed an exceptional negotiated procedure under Art. 134(1)(f) RAP can be used, within three years following its conclusion and before the ceiling is reached, to supplement the framework contract by new services consisting in the repetition of the similar services. Taking into account the principle of proportionality, these new services should not account from more than 50% of the initial maximum budget.

### **3.6.3. Reporting and meeting requirements**

#### **In relation to the implementation of the framework contract**

Progress meetings for a smooth management of the contract between each Contractor and the Contracting Authority's services may be organised upon the request of the Commission or the Contractor.

#### **In relation to the specific contracts**

Each specific request for services and ensuing specific contract under the framework contract will stipulate the reports that the selected Contractor must submit to the responsible body and the timing concerned.

Each specific request for services and ensuing specific contract under the framework contract will stipulate the number, purpose and content of the meetings in which the selected Contractor must participate.

## **4. CONTENT, STRUCTURE AND GRAPHIC REQUIREMENTS OF THE FINAL DELIVERABLES**

All studies produced for the European Commission shall conform to the corporate visual identity of the European Commission by applying the graphic rules set out in the European Commission's Visual Identity Manual, including its logo<sup>21</sup>.

The Commission is committed to making online information as accessible as possible to the largest possible number of users including those with visual, auditory, cognitive or physical disabilities, and those not having the latest technologies. The Commission supports the [Web Content Accessibility Guidelines 2.0](#) of the W3C.

For full details on Commission policy on accessibility for information providers, see: [http://ec.europa.eu/ipg/standards/accessibility/index\\_en.htm](http://ec.europa.eu/ipg/standards/accessibility/index_en.htm)

Pdf versions of studies destined for online publication should respect W3C guidelines for accessible pdf documents. See: <http://www.w3.org/WAI/>

### **4.1. Content and structure**

#### **4.1.1. Final study report**

The final study report shall include:

- the main report and annexes respecting the requirements of the specific service request in English language;

---

<sup>21</sup> The Visual Identity Manual of the European Commission is available upon request. Requests should be made to the following e-mail address: [comm-visual-identity@ec.europa.eu](mailto:comm-visual-identity@ec.europa.eu)

- an abstract of no more than 200 words and an executive summary of maximum 6 pages, both in English and French;
- the following standard disclaimer:

*“The information and views set out in this [report/study/article/publication...] are those of the author(s) and do not necessarily reflect the official opinion of the Commission. The Commission does not guarantee the accuracy of the data included in this study. Neither the Commission nor any person acting on the Commission’s behalf may be held responsible for the use which may be made of the information contained therein.”*

- specific identifiers which shall be incorporated on the cover page provided by the Contracting Authority.

#### **4.1.2. Publishable executive summary**

The publishable executive summary of maximum six pages shall be provided in both English and French and shall include:

- the following standard disclaimer:

*“The information and views set out in this [report/study/article/publication...] are those of the author(s) and do not necessarily reflect the official opinion of the Commission. The Commission does not guarantee the accuracy of the data included in this study. Neither the Commission nor any person acting on the Commission’s behalf may be held responsible for the use which may be made of the information contained therein.”*

- specific identifiers which shall be incorporated on the cover page provided by the Contracting Authority.

#### **4.3. Graphic requirements**

The two options below apply to the future concrete studies. The requested for each specific contract option will be specified in the request for service.

##### **[Option A: Standard WORD template]**

For graphic requirements please refer to the template provided in the annex XX. The cover page shall be filled in by the contractor in accordance with the instructions provided in the template. For further details you may also contact [comm-visual-identity@ec.europa.eu](mailto:comm-visual-identity@ec.europa.eu).

##### **[Option B: professional graphic design]**

Graphic design of both, the cover page and the internal pages of the study, shall apply rules set out in Visual Identity Manual. The professional font (EC Square Sans Pro) will be made available to the contractor free of charge upon acceptance of the terms and conditions of its use. Please contact [comm-visual-identity@ec.europa.eu](mailto:comm-visual-identity@ec.europa.eu) for further details.

## **5. ANNEXES**

The following documents are annexed to these Tender Specifications and form an integral part of them:

Annex 1 : Tenderer Information

Annex 2	:	Declaration on Honour
Annex 3	:	<a href="#"><u>Economic &amp; Financial Capacity</u></a>
Annex 4	:	Price Form
Annex 5	:	Model framework contract and model specific contract
Annex 6	:	Model CV
Annex 7	:	Staff identification form
Annex 8	:	Specific contract award criteria