

**COMMUNITY ACTION PROGRAMME TO COMBAT SOCIAL EXCLUSION**

**CALL FOR TENDERS**

**«Group on non-governmental experts in the fight against poverty and social exclusion»**

Number VT/2002/66

**Period of Performance: 1.12.2002 – 30.11.2003**  
*(Annual contract renewable four times)*

**Budget Line B3-4105**

**TERMS OF REFERENCE**

## 1. Background

Following the introduction under Articles 136 and 137 of the Amsterdam Treaty of the fight against social exclusion among the social policy provisions, the European Council of Lisbon in March 2000 recognized that the extent of poverty and social exclusion was unacceptable. Building a more inclusive European Union was thus considered as an essential element in achieving the Union's ten-year strategic goal of sustained economic growth, more and better jobs and greater social cohesion. The Lisbon Council agreed to adopt an Open Method of Coordination in order to make a decisive impact on the eradication of poverty and social exclusion by 2010. Key elements in the Open Method include agreement by Member States on common objectives in the fight against poverty and social exclusion, the development of common indicators to measure progress, the development of two yearly National Action Plans, regular monitoring and analysis of progress and the exchange of learning and best practice.

Considerable progress has been made since the Lisbon Council. Common objectives were agreed in December 2000 at the European Council in Nice. All Member States drew up two year National Action Plans against poverty and social exclusion (NAPs/incl) by June 2001. An initial set of common indicators on poverty and social exclusion have been agreed between the Commission and Council and, following an analysis of the National Action Plans, they have adopted for the first time ever a *Joint Report on Social Inclusion* which analyses the situation in relation to poverty and social exclusion in the European Union and identifies key challenges for the future. The second set of national action plans is planned for September 2003<sup>1</sup>.

Following a proposal from the Commission, the European Parliament and the Council agreed on the establishment of a five year, € 75 million programme of Community action to encourage cooperation between Member States to combat social exclusion. This is to run from 2002 through 2006. The Community action programme is intended as a key tool to support and advance the implementation of the Open Method of Coordination through supporting cooperation that will enable the Community and the Member States to enhance the effectiveness and efficiency of policies to combat social exclusion. In particular the programme is intended to contribute in three ways. These are: first, by improving the understanding of social exclusion and poverty with the help in particular of comparable indicators; secondly, by organizing exchanges on policies which are implemented and promoting mutual learning in the context of national action plans; and, thirdly, by developing the capacity of actors to address social exclusion and poverty effectively, and to promote innovative approaches.

The Commission is responsible for implementing the programme and is assisted in this task by a committee made up of representatives of the Member States. In carrying out the activities of the programme, the Commission may have recourse to experts.

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<sup>1</sup> Further information about the EU's social inclusion process - the Open Method of Coordination, the Nice Objectives, the Common Indicators, the National Action Plans, the Joint Report on Social Inclusion and the Social Exclusion Programme - can be found on DG Employment and Social Affairs' web site on social exclusion at: [http://europa.eu.int/comm/employment\\_social/soc-prot/soc-incl/index\\_en.htm](http://europa.eu.int/comm/employment_social/soc-prot/soc-incl/index_en.htm)

## 2. Purpose of the call for tender

The purpose of the call for tender is to set up a group of 15 experts to assist the Commission in monitoring the implementation of the NAPs/incl in accordance with the Nice objectives and in preparing the Joint Report on Social Inclusion. This group may also assist the Commission in carrying out the activities of the Community Action Programme to combat social exclusion, in accordance with the Programme decision<sup>2</sup>. The call for tender is composed of 15 lots (see point 3), one for each Member State as there will only be one expert per Member State.

## 3. Tasks to be performed by each expert

The following are the three general tasks to be performed by each expert:

- monitoring the implementation of the NAP/incl in the context of the Nice objectives and including through the use of appropriate indicators (including policy relevant 'third level indicators') and reporting every 6 months to the Commission on the state of play in the Member State;
- remaining available for requests for information from the Commission on the situation and policies to combat poverty and social exclusion in the Member State;
- assessing the NAP/incl and preparing a detailed assessment report (every two years starting in 2003); also assessing the progress made under Objective 4.

More specifically, this implies:

- to review available information, including existing studies and/or official publications;
- to participate in meetings with the Commission (possibly twice a year): the first meeting is planned early 2003;
- before the 1<sup>st</sup> of February 2003 : to draw up a report (max. 30 pages with a two-page summary) on the implementation of the first NAP/incl in 2001-2002, assessing the implementation of the main political measures, the institutional arrangements in place, the mobilisation of all actors and possible changes in the context or political priorities;
- before the 1<sup>st</sup> of July 2003 : to provide an up-to-date version of the previous report including the latest developments in the Member State and the likely prospect for the 2003 NAP/incl;
- once the NAP/incl is submitted (possibly early September 2003): to draw up a report within three weeks in order to complement the information provided by the Member State in the NAP/incl. The report is to be complemented by a critical analysis, pointing out problems and challenges, possible good practice, as well as ongoing policy debate and legislative projects in the Member State in question. This report will replace the half-yearly report on the implementation of the NAP. The next report will be due for March 2004.

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<sup>2</sup> Decision No 50/2002/EC of the European Parliament and of Council of 7 December 2001 establishing a programme of Community action to encourage cooperation between Member States to combat social exclusion, OJEC L10/1 of 12.1.2002.

In all these tasks, the contractor will work in close cooperation with the relevant country desk in DG Employment and Social Affairs. In carrying out the work, the contractor must be independent from the authorities of the Member State responsible for preparing the NAP/incl.

The contract will be signed for one year and it is to be renewed four times. The annual work programme may change according to priorities and to the agreed timetable for the NAPs/incl.

LOTS:

**LOT n° 01 France**

**1) Nomenclature** Non-governmental expert specialised on the French system and the French situation.

**2) Short description** see point 2

**LOT n° 02 Germany**

**1) Nomenclature** Non-governmental expert specialised on the German system and the German situation.

**2) Short description** see point 2

**LOT n° 03 Italy**

**1) Nomenclature** Non-governmental expert specialised on the Italian system and the Italian situation.

**2) Short description** see point 2

**LOT n° 04 Spain**

**1) Nomenclature** Non-governmental expert specialised on the Spanish system and the Spanish situation.

**2) Short description** see point 2

**LOT n° 05 United Kingdom**

**1) Nomenclature** Non-governmental expert specialised on the United Kingdom system and the United Kingdom situation.

**2) Short description** see point 2

**LOT n° 06 Austria**

**1) Nomenclature** Non-governmental expert specialised on the Austrian system and the Austrian situation.

**2) Short description** see point 2

**LOT n° 07 Belgium**

**1) Nomenclature** Non-governmental expert specialised on the Belgian system and the Belgian situation.

**2) Short description** see point 2

**LOT n° 08 Denmark**

**1) Nomenclature** Non-governmental expert specialised on the Danish system and the Danish situation.

**2) Short description** see point 2

**LOT n° 09 Finland**

**1) Nomenclature** Non-governmental expert specialised on the Finish system and the Finish situation.

**2) Short description** see point 2

**LOT n° 10 Greece**

**1) Nomenclature** Non-governmental expert specialised on the Greek system and the Greek situation.

**2) Short description** see point 2

**LOT n° 11 Ireland**

**1) Nomenclature** Non-governmental expert specialised on the Irish system and the Irish situation.

**2) Short description** see point 2

**LOT n° 12 Luxembourg**

**1) Nomenclature** Non-governmental expert specialised on the system and situation in Luxembourg.

**2) Short description** see point 2

**LOT n° 13 Netherlands**

**1) Nomenclature** Non-governmental expert specialised on the system and situation in the Netherlands

**2) Short description** see point 2

**LOT n° 14 Portugal**

**1) Nomenclature** Non-governmental expert specialised on the Portuguese system and the Portuguese situation.

**2) Short description** see point 2

**LOT n° 15 Sweden**

**1) Nomenclature** Non-governmental expert specialised on the Swedish system and the Swedish situation.

**2) Short description** see point 2

**4. Expertise required**

See Annex III "CVs of experts"

Highly qualified expert having assumed important responsibilities in his/her profession, recruited for his/her analytical skills as regards professional practice. He/she must have at least ten years professional experience of which at least five must be connected with the professional sector concerned and the type of tasks to be performed.

Additional requirements:

A very good knowledge of the Member State's social protection system. A proved ability to write analysis in this field. Working language is English or French.

**5. Time schedule**

Time schedule plan : The expert should start working from the date of signature of the contract. The first report on the implementation of the 2001 NAPs/incl is due by the 1<sup>st</sup> of February 2003.

Additional requirements (special deadlines / time limits for tasks completion): the expert should be ready to fulfil ad hoc tasks related to the contract, which will be identified by the Commission.

**6. Reporting**

The contractor may be required to attend two meetings with the Commission services in Brussels every year. One meeting will take place at the beginning of the year and will serve to review work carried out in the previous year and to establish precise guidelines for the annual work programme. The contractor will have to give expert advice and submit assessment reports every six months to the Commission on the basis of the NAP/incl presented by the Member State. This might include additional meetings with DG EMPL.

## **7. Payments and standard contract**

The contract will be signed for one year, renewable four times.

There will be three payments the first year: 30% of the fees and direct costs within 60 days after the signing of the contract; 40% after the submission and acceptance of the half-yearly report; and the rest after the Commission's acceptance of both the final report and the final invoice.

In drawing up the bid, the tenderer should respect the provisions of the standard contract (see appendix) that include the "General terms and conditions applicable to contracts".

## **8. Price**

As an indication, the maximum amount to be considered for each lot is EUR 24 000 for the lots covering France, Germany, Italy, Spain and the United Kingdom and EUR 18 000 for the lots covering the other 10 Member States –amounts are stated per year.

The price will be indicated in Euro, excluding VAT<sup>3</sup> (using the fixed conversion rates or the conversion rates published in the C series of the Official Journal of the European Communities on the day when the invitation to tender was sent out) and should be broken down following the format given in Annex II of the attached draft contract to include:

### PART A: Fees and direct costs

Fees, expressed in number of person/day and unit price per working day for each Expert proposed. The unit price(s) is (are) expected to cover the Expert(s) fees and the Expert's administrative expenses, but does not include the reimbursable defined below.

Other direct costs (to be described), if any.

### PART B: Reimbursable

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<sup>3</sup> *But including all other taxes and/or duties that the contractor might have to pay according to the fiscal legislation of the relevant country.*

Travel expenses<sup>4</sup>

Daily subsistence allowances (DSA's). These cover all the subsistence costs of the Experts who are on mission for short term assignments outside their usual place of work.<sup>5</sup>

Translations costs, if any<sup>6</sup>

Contingencies, if any

The price revision clause will be included within the contract.

## 9. Composition of partnership or consortium

The execution of the service is not reserved by law or regulation or administrative provision to a specific profession. If a partnership or consortium is envisaged, its composition ought to be specified and the criteria listed under point 10 ought to be detailed to individual members of the partnership. In addition, one of the consortium members must be designated as lead contractor and must ensure full responsibility towards the Commission as regards both the tender and the future contract - if awarded to them.

## 10. Selection criteria

The following information on the expert's experience, expertise and financial and economic standing should be supplied.

1. Expert should have a minimum experience and expertise of ten years experience of which at least five must be connected with the policy analysis and assessment and the type of tasks to be performed –demonstrate this by providing a list of main related projects. A very good knowledge of the Member State's social protection system and proved ability to write analysis in this field in English or French.
2. Details of educational and professional qualifications of the person providing the services: Curriculum Vitae of the expert; the experts should be senior consultants with a very good knowledge of the EU social inclusion process.
3. The consultant should have no conflict of interest and be completely independent. A statement of independence should be included in the offer.
4. Sound financial and economic position of the consultant. Provide bank references.

### Exclusion clauses:

Article 29 taken from "Council Directive 92/50/EEC of 18 June 1992 relating to the coordination of procedures for the award of public service contracts" (*Official Journal L 209 , 24/07/1992 P. 0001 – 0024*) establishes that:

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<sup>4</sup> *Travel expenses will be reimbursed within the following limits:*

- *journeys have to be carried out by the most direct and economic route*

- *train journeys: first class*

- *air travel: full fare economy class (air travel allowed only for distances above 400 km; i.e. return flight above 800 km)*

- *car journeys: equivalent of corresponding first class train ticket.*

<sup>5</sup> *Unit prices are fixed for each Member State (see table 'per diem' in Annex II of the draft contract).*

<sup>6</sup> *If the proposed expert(s) language is not English/French*



"Any service provider may be excluded from participation in a contract who:

- (a) is bankrupt or is being wound up, whose affairs are being administered by the court, who has entered into an arrangement with creditors, who has suspended business activities or who is in any analogous situation arising from a similar procedure under national laws and regulations;
- (b) is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding-up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws or regulations;
- (c) has been convicted of an offence concerning his professional conduct by a judgement which has the force of res judicata;
- (d) has been guilty of grave professional misconduct proven by any means which the contracting authorities can justify;
- (e) has not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the country in which he is established or with those of the country of the contracting authority;
- (f) has not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the country of the contracting authority;
- (g) is guilty of serious misrepresentation in supplying or failing to supply the information that may be required under this Chapter.'

See the requirements established in this Article 29 to provide proof that none of the cases quoted in (a), (b), (c), (e) or (f) applies to the service provider.

## **11. Contract Award criteria**

The following criteria will be taken into account:

1. The quality of the tender (20%)
  - understanding of the nature of the assignment, its context and results to be achieved.
  - strategy proposed for the implementation of the expertise.
2. The technical value of the bid and the proposed methodological approach (80%)
  - knowledge and use of existing research in the fields covered by the expertise as well as available data to complement background information.
  - use and interpretation of quantitative data and qualitative information.
  - timetable including human resources mobilised to carry out the different stages of the work
3. Price.

The contract will be awarded to the expert whose offer represents the best value for money, taking into account the above criteria.

## **11. Content and presentation of the bids**

The call for tender is composed of 15 lots, one for each Member State. The tenderer must explicitly specify for which Member State he/she is bidding. If he/she is bidding for more than one Member State, separate bids must be sent.

### **Content of the bids.**

The tender must include:

All information and documents necessary to enable the Commission to conduct an appraisal of the offer on the bases of the award criteria (see points 10 above).

This includes inter alia:

A "Financial identification" form duly completed and signed.

The price.

The detailed curriculum vitae of the proposed expert(s).

The name of contractor's legal representative (i.e. the person duly authorised to act legally on behalf of the Contractor in relation with third parties).

### **Presentation of the bids.**

The tender will present a grid that should enable the Commission to establish the cost of the various tasks. The following should be given:

- Man/day unit cost;
- Breakdown of the costs in man/days expenditure and travel expenses;
- Total cost of the expertise

Bids must be submitted in triplicate (1 original & 2 copies).

Bids must contain all the information required by the Commission.

Bids must be clear and concise.

Bids must be signed by the tenderer's legal representative.

Bids must be delivered according to the requirements set in the letter of invitation to tender, and before the date/time indicated in this letter.

## **12. Validity of tenders**

Tenders are valid for 6 months after submission.