
Specifications – Invitation to tender No VT/2010/047
Service contract related to the development, publication and maintenance of
the database on women and men in decision-making

1. Title of the contract

Tender No VT/2010/047

Service contract related to the development, publication and maintenance of the database on women and men in decision-making

2. Background

Equality between women and men is a founding principle of the European Union. Women's persistent under-representation in political decision-making is a democratic deficit. Although progress has been made, in particular, in the last decade, too few women hold key positions in decision-making, despite the high number that have entered the jobs market in the last 20 years. Women are now entering high-level professional and managerial jobs but men are still twice as likely to be in such positions and over three times as likely to be senior managers.

Several measures to promote a balanced participation of women and men in decision-making have already been taken at EU level. Back in 1996, the Council issued a recommendation on the balanced participation of women and men in decision making¹. The Commission reported in 2000² on the policies implemented since 1996, which confirmed the need to improve gender-balance in political, economic and social decision-making at all levels.

The promotion of equal representation of women and men in decision-making is one of the six priorities of the European Commission's Roadmap for equality between women and men (2006-2010)³. Moreover, equality in decision-making is also of the principles of the Women's Charter⁴ adopted by the Commission in March 2010 which constitutes a "strengthened commitment to equality between women and men". The Charter will be implemented by a new strategy for equality between women and men, which the Commission will adopt in mid-2010, as a follow-up to the current Roadmap for equality between women and men. This new strategy will set the five-year framework of measures and process to implement the Charter, in the period 2010-2015.

In 2008, the Commission established a European Network of Women in Decision-making in Politics and the Economy⁵ to provide a European platform for debate, exchange of information and good practices and for identifying best strategies to make progress on this issue. Moreover, the Council of the EU adopted in June 2008 some specific conclusions on women's role in political decision making⁶, in the framework of the follow up of the Beijing Platform for action.

In order to map the situation and monitor progress made in the field, the European Commission supported, through the Programme relating to the Community Framework Strategy for Gender Equality

¹ OJ L 319, 10.12.96, p. 11.

² COM (2000) 120 final: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2000:0120:FIN:EN:PDF>

³ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2006:0092:FIN:EN:PDF>

⁴ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2010:0078:FIN:EN:PDF>

⁵ <http://ec.europa.eu/social/main.jsp?catId=762&langId=en>

⁶ <http://register.consilium.europa.eu/pdf/en/08/st09/st09670.en08.pdf>

(2001-05)⁷ the collection of statistics and the dissemination of results through the setting up of the database on women and men in decision-making⁸. A framework contract for services has been awarded covering the period 2004-2006 and the website of the database has been launched in spring 2004. Following the Community Programme, the gender equality section of the PROGRESS⁹ programme has also been supporting the database on women and men in decision making. A framework contract for services has been awarded covering the period 2007-2010.

The database is a source of information and a contribution to monitor achievements towards the goal of a balanced representation of women and men in the political, economical and juridical sphere by creating awareness about the unequal position of women and men in power. Based on information from varied sources, the database aims to provide a user-friendly means of accessing information for a broad range of actors interested in gender equality issues and thus is a vital tool to support the development of new policies. It is important to note that this database fills a gap since most of the data are not published elsewhere or presented in a comparative perspective (between countries and also over time).

Moreover, relevant and updated statistics is a prerequisite to back policies and assess of progress and achievements towards international and national commitments, such as the follow-up of the implementation of the United Nations Platform for Action from Beijing (1995)¹⁰ where women in power and decision-making is one of the critical areas of concern. Since 1999, the Council of the EU has adopted conclusions on indicators and benchmarks to make the monitoring process of the follow up of the Beijing Platform more focused and structured. In the area of decision making, indicators have been developed and agreed in political decision-making¹¹ under the Finnish Presidency in 1999 and these indicators have been reviewed under the Slovenian Presidency in 2008¹². In 2003, the Italian Presidency prepared indicators¹³ on women and men in economic decision-making. These indicators are useful tools and could prove to be effective in holding governments and other stakeholders accountable towards the goals we all are committed to. Most of the agreed indicators are used in the database on women and men in decision-making.

The database currently covers 34 countries: the 27 EU Member States (MS), the countries of the European Economic Area (Norway, Iceland and Liechtenstein) and some candidate and pre-candidate countries (Croatia, F.Y.R.O.M., Turkey and Serbia).

The website of the database is available on line free-of-charge, in English, French and German, at the following URL: <http://ec.europa.eu/social/main.jsp?catId=764&langId=en>.

Under the last framework contract for services, the production of an annual report has been added to the tasks and between 2007 and 2009 three reports have been produced by the contractor in charge of the database and published by the Commission, analysing and disseminating key data and improving the awareness on the issue of under-representation of women in decision making positions¹⁴.

⁷ OJ L 17, 19.01.2001, p.22.

⁸ <http://ec.europa.eu/social/main.jsp?catId=764&langId=en>

⁹ OJ L 315, 15.11.2006, p.1.

¹⁰ <http://www.un.org/womenwatch/daw/beijing/platform>

¹¹ <http://register.consilium.europa.eu/pdf/en/99/st11/st11862.en99.pdf> and <http://register.consilium.europa.eu/pdf/en/99/st11/st11829-re01.en99.pdf>

¹² <http://register.consilium.europa.eu/pdf/en/08/st09/st09670.en08.pdf> and <http://register.consilium.europa.eu/pdf/en/08/st09/st09670-ad01.en08.pdf>

¹³ <http://register.consilium.europa.eu/pdf/en/03/st15/st15205.en03.pdf> and <http://register.consilium.europa.eu/pdf/en/03/st15/st15205-ad01.en03.pdf>

¹⁴ 2007-08 : *Women and men in decision-making 2007 – Analysis of the situation and trends* ; 2008-09 : *Women in European politics – time for action*; 2009-10 : *More women in senior positions - key to economic stability and growth*. See: <http://ec.europa.eu/social/main.jsp?catId=762&langId=en&furtherPubs=yes>.

PROGRESS programme

PROGRESS¹⁵ is the EU's employment and social solidarity programme, set up to provide financial support for the attainment of the European Union's objectives in employment, social affairs and equal opportunities as set out in the Social Agenda¹⁶.

The realisation of the Social Agenda relies on a combination of instruments comprising EU legislation, the implementation of open methods of coordination in various policy fields and financial incentives such as the European Social Fund.

The PROGRESS mission is to strengthen the EU's contribution in support of Member States' commitments and efforts to create more and better jobs and to build a more cohesive society. To this effect, PROGRESS is instrumental in:

- Providing analysis and policy advice on PROGRESS policy areas;
- Monitoring and reporting on the implementation of EU legislation and policies in PROGRESS policy areas;
- Promoting policy transfer, learning and support among Member States on EU objectives and priorities; and
- Relaying the views of the stakeholders and society at large.

More specifically, PROGRESS supports:

- The implementation of the European Employment Strategy (section 1);
- The implementation of the open method of coordination in the field of social protection and inclusion (section 2);
- The improvement of the working environment and conditions including health and safety at work and reconciling work and family life (section 3);
- The effective implementation of the principle of non-discrimination and promotion of its mainstreaming in all EU policies (section 4);
- The effective implementation of the principle of gender equality and promotion of its mainstreaming in all EU policies (section 5).

The present call for tenders is issued in the context of the implementation of the 2010 annual work plan which can be consulted at <http://ec.europa.eu/social/main.jsp?catId=658&langId=fr>

3. Subject of the contract

In order to implement effective measures for women and men equal representation in the area of decision-making and to promote relevant change there is a need for regular information and analysis of the situation at the EU level as well as at the level of individual Member States. The availability, collection, analysis and dissemination of EU comparable and reliable data remain a priority.

¹⁵ Decision No 1672/2006/EC of the European Parliament and of the Council of 24 October 2006 establishing a Community Programme for Employment and Social Solidarity — Progress, JO L 315 of 15.11.2006

¹⁶ Communication from the Commission to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions - Renewed social agenda: Opportunities, access and solidarity in 21st century Europe COM/2008/0412 final of 02.07.2008.

This contract entails the development, publication and maintenance of the existing database on women and men in decision-making for the period 2011-2014, as the current contract related to the database ends late 2010.

The main tasks of the contract include: regular collection of data on gender balance in decision making positions in the domains covered by the database, update and improvement of the methodology to ensure the relevance and comparability of the statistics, preparation and regular updates of the web pages related to the database for the Commission website, drafting an annual trends report (based notably on the data collected). The tasks to be performed are described in detail under section 5 below.

The current database currently covers 34 countries: the 27 EU Member States (MS), the countries of the European Economic Area (Norway, Iceland and Liechtenstein) and some candidate and pre-candidate countries (Croatia, F.Y.R.O.M., Turkey and Serbia). If necessary, additional contracts concerning similar services in other candidate and pre-candidate countries may be awarded (following the signature of the respective Memoranda of Understanding to participate to the PROGRESS programme) by negotiated procedure, on the basis of Article 126(1)(f) of the Implementing Rules of the Financial Regulation.

4. Participation

Please note that:

- The competition is open to any physical person or legal entity coming within the scope of the Treaties and any other physical person or legal entity from a third country which has concluded with the Union a specific agreement in the area of public contracts, under the conditions provided for in that agreement.
- Where the Multilateral Agreement on Public Contracts concluded within the framework of the WTO applies, the contracts are also open to nationals of States that have ratified this Agreement, under the conditions provided for therein. It should be noted that research and development services, which come under category 8 of Annex II A of Directive 2004/18/CE, are not covered by this Agreement.

5. Tasks to be carried out by the contractor

The contract will consist of the following tasks:

5.1. Maintenance, development and update of the existing database on women and men in decision-making

(a) Collection of statistics

The contractor will collect data from various sources at European and national levels (national public administrations, EU Institutions and agencies, European and national statistical offices¹⁷, social partner's organisations at European level, major NGOs, top quoted companies, central banks, etc.). The database contains statistics on the gender balance in decision making positions in the following domains¹⁸:

¹⁷ Please note that very few data to be integrated in the database currently exist in national statistical offices.

¹⁸ For all details, please refer to the database website which contains all the indicators covered by the database, in each domain.

- The political domain: including political organisations on EU level (e.g. European Commission, European Parliament, etc.), at national level (e.g. national government, national parliament) and regional level (e.g. regional governments, regional councils). From 2011 on, two areas should be integrated in the database: 1. the local level (mayor, city counsellors) but only for the largest cities in each country; 2 – leaders of major political parties - see more details in section (b) below.
- The public and juridical domain: including institutions in the public sector, juridical organisations on both EU level (e.g. staff of the European Commission and other EU institutions, members of the Court of Auditors, etc.) and national level (e.g. central administrations, supreme audit organisations, etc.).
- The social and economic domain: including among others the top quoted companies (currently defined as the nationally registered constituents (maximum 50) of the primary blue chip index of the stock exchange) in the countries covered by the database, the European social partner organisations at EU level, etc.
- Background data: gender balance in the total population, in persons in employment and in leaders of businesses¹⁹.

Timing of the collection of data

The data should be collected on a yearly basis, except for the political domain for which:

- data for the national governments and the European level²⁰ should be updated each quarter;
- data for the national parliaments, the regional and local levels and the leaders of political parties (see also in section (b)) should be updated on a yearly basis but in case of elections or major changes, the data should be updated and integrated in the following quarterly update.

The various domains that are updated on an annual basis do not need necessarily to be updated at the same moment of the year but for each domain there shall be around twelve months between each data collection periods, for instance data collection for a certain domain being updated annually can be in the month of June whereas it is in November for others.

General remark

It is to be noted that technical information about the system used for the current database is included in the annexes IV "Women and men in decision-making (WMID), WMID database and application: technical description" and V "Women and Men In Decision-making (WMID), Web Input Forms (WIF), User Guide".

The contractor should be aware that the collection of data is time consuming and should be prepared to solve difficulties to obtain comprehensive, comparable and updated data in some domains (for example: administrations, political local level). The contractor should therefore foresee the necessary human resources and adequate competencies to cope with the situation. The contractor should also describe which structure will be put in place to collect the data in all countries covered.

The contractor must also explain how he/she will verify the information provided by its contact experts or sub-contractors if any, and how he/she will ensure a thorough quality check of the database. The contractor will be required to provide, at least on an annual basis, structured information to the Commission about the quality (and possible limits) of the data collected.

(b) Data collection methodology

¹⁹ For the definition of leaders of businesses, see the database website : <http://ec.europa.eu/social/main.jsp?catId=764&langId=en>

²⁰ In the political domain, the European level include: the European commission, the European Parliament, the European Economic and Social Committee and the Committee of the Regions.

The contractor should build on the existing methodology and indicators (see document WMID Database methodology (definitions and coverage)²¹) and improve them when necessary. Actually, the collection of data is done using official sources of information (websites of public administrations, EU institutions, social partner's organisations at EU level, major companies, etc.) but also direct contacts with the concerned organisations/statistical sources to be established by the contractor. The documents mapping the situation and the data sources of the national level (34 countries already covered by the database) and the EU level will be given to the contractor.

In the period 2007-2009, the methodology of all the main indicators have been reviewed and revised when necessary, with the agreement of the Commission. It concerns mainly which organisations and positions to cover for each indicator. However, the contractor should adjust/ update if necessary the methodology and data source. Therefore, the tenderer is invited to present suggestions to possibly improve the existing methodology. The tenderer should also foresee a certain flexibility to adapt to evolving needs.

The contractor should develop the current methodology/indicators for data collection **on the local political level** in order to ensure quality and comparability of the data and with due respect to the feasibility of the data collection. In order to limit the workload, the coverage of the local level could consist, for example, of a selection depending on the size of the country, in order to have a total of around 300 cities covered in the database for the 34 countries (as a comparison, the regional level in the database includes currently almost 450 regions for the 34 countries). A possible selection rule would be to cover: the largest city for countries counting less than 4 million inhabitants, the 3 largest cities for countries counting between 4 and 10 million inhabitants, the 6 largest cities for countries counting between 10 and 25 million inhabitants and the 12 largest cities for countries counting more than 25 million inhabitants. The contractor will be required to produce, within four months after the signature of the contract, a note presenting the final data collection methodology which will be used for the local level (after the agreement of the Commission), together with a mapping of the situation in all countries. The contractor will have to take into account the diversity of the local political level in Europe and the fact that in some countries, the largest cities may be constituted by many municipalities (with the risk of extending the number of entities to be covered to a too large number). Depending on the resulting coverage of the local level, some flexibility may be applied: in case of a too large number of municipalities to be covered, the following elements may be modified with the agreement of the Commission:

- coverage of the local level : e.g. mayors only (but not the city counsellors);
- timing of the update: e.g. one by contractual period (of two years) instead of one by year.

The contractor should also develop the current methodology/indicators for data collection **on leaders of major political parties** in order to ensure quality and comparability of the data and with due respect to the feasibility of the data collection. The database shall cover only the "major political parties" in each country which may be defined for instance as the ones having elected members in the national parliament. The contractor will be required to produce, within four months after the signature of the contract, a note presenting the final data collection methodology which will be used for the area of the leaders of the political parties (after the agreement of the Commission), together with a mapping of the situation in all countries.

The tenderer is invited to present in his/her offer preliminary suggestions to set a data collection methodology in the two new areas to be covered in the database: the local political level and the area of the leaders of the political parties.

²¹ <http://ec.europa.eu/social/main.jsp?catId=764&langId=en>

(c) Countries covered

The database will cover 34 countries: the 27 EU Member States, the countries of the European Economic Area (Norway, Iceland and Liechtenstein) and some candidate or pre-candidate countries (Croatia, F.Y.R.O.M., Turkey and Serbia).

If necessary, additional contracts concerning similar services in other candidate and pre-candidate countries may be awarded (following the signature of the respective Memoranda of Understanding to participate to the PROGRESS programme) by negotiated procedure, on the basis of Article 126(1)(f) of the Implementing Rules of the Financial Regulation. In that case, it would imply to map the situation in the new countries: overview of the political, economical, juridical and social landscape, to identify relevant levels and bodies, to identify reliable data providers/sources, to ensure data quality and comparability, etc.

(d) Maintain, develop and update the database

The contractor will take over the maintenance of the existing database (based on Oracle), update it regularly (mainly on the basis of the data collected) and improve it if needed. The database is hosted at the contractor premises. All the data will be transferred to the EC on a physical carrier (CD/DVD) at the expiration of the contract and will remain the property of the European Commission. In the beginning of the contractual period, the Commission will supply to the contractor the full database on a physical carrier (CD/DVD).

5.2. Maintain, regularly update and further develop the website of the database in English, French, and German²²

(a) Maintenance and regular update of the web pages

The Commission's website on women and men in decision-making is currently integrated into the pages of the DG Employment, Social Affairs and Equal Opportunities website²³. The contractor should maintain, develop and update the web pages of the Commission's website on women and men in decision-making with the relevant statistics and information in English, French and German.

This implies to have the data regularly updated on the website (see above: timing of the collection of data) but also to keep on-line all data from previous periods (historical data collected since 2003) and also to display key information (source, methodology, plus a "latest news section" of max. one page to be developed for each quarterly update²⁴).

In order to regularly update the web pages, the contractor will prepare the information in the form of xml, html and excel files in the format required by the Commission to automatically import the data into the content management system of the website. The Commission will provide the contractor with the relevant instructions and guidance concerning the required presentation and format.

It is to be noted that the web pages will have to be in accordance with the Commission rules and technical requirements as set up in the most recent version of the Europa Information Provider's Guide (IPG)²⁵.

²² The translations have to be ensured by the contractor.

²³ <http://ec.europa.eu/social/main.jsp?catId=762&langId=en>

²⁴ See information in the current database website : <http://ec.europa.eu/social/main.jsp?catId=764&langId=en>

²⁵ <http://ec.europa.eu/ipg>

(b) Development of the website and creation of an interactive tool

On the database website, the data are, for the moment, available for each indicator under the form of tables in the webpage and in the Excel files downloadable that contain also historical data (i.e. : data from previous period). The contractor will be required to maintain this approach but also to suggest possible ways of improving user friendliness and the possible creation of an interactive tool (user-friendly interface, flexible presentation of tables and graphs). The principle of this interactive tool would be to enable the user to obtain quickly a graphical representation of a given data series or to make direct extractions of data (table or graph) in order to compare certain values for instance over time (without having to extract manually the data from different web pages or excel files of the database website). The tenderer is invited to present suggestions to improve the current website both in terms of structure and lay-out and to join to the offer a draft paper "mock up" of the proposed interactive tool including copy of the main screens.

(c) To occasionally host the site for validation purposes

The contractor will provide the possibility of hosting the website for validation purposes (for instance for each quarterly and annual update), restricting the access by e.g. a login/password mechanism, to a limited number of users on the internet.

5.3. To prepare annually a report describing the trends and providing in depth-analysis

The contractor must draft and present to the Commission a report (once a year) presenting the state of the art of women's and men's participation in decision-making in the countries and organisations covered by the database. Analysis and summary of trends and comparison of results between countries will mainly be based on the annual data collections since 2003 but also on other sources of information. In order to avoid too much repetition between the reports and to raise the interest of potential readers, each annual report may contain a section on a certain topic to be agreed with the Commission each year. Therefore, the contractor will also have to use external sources of information (existing studies, database, and surveys) depending on the topic. Moreover, the annual report may require some innovative methods to collect certain data, for instance survey among companies to collect data on gender balance in the executive positions or information about national policies in the field of the promotion of gender balance, etc.

The report should be about 30 pages, including the tables and graphs. It must be written in English and contain an executive summary of +- 2 pages in English, French and German. Translations should be checked by professional translators. The report may be published under the responsibility of the Commission, on-line and eventually on paper. It should be sent to the Commission by electronic mail in camera-ready format.

The tender is invited to consult the three annual trends reports that have been published in the period 2007-09²⁶.

5.4. Steering committees

In executing the contract, the contractor will have to work closely with the Contracting Authority and under its instructions. This includes close co-operation with a steering group composed of Commission

²⁶ 2007-08 : *Women and men in decision-making 2007 – Analysis of the situation and trends* ; 2008-09 : *Women in European politics – time for action*; 2009-10 : *More women in senior positions - key to economic stability and growth*. See: <http://ec.europa.eu/social/main.jsp?catId=762&langId=en&furtherPubs=yes>.

representatives and others if appropriate. The contractor should, to that end, foresee the need for around 4 meetings/year, including oral presentations if needed, with the Commission in its Brussels premises. The working language of the meetings should be English and/or French. Budgetary provisions should therefore be earmarked.

5.5. Ad-hoc requests

The tenderer should take into account in his/her offer that he/she may be required, if necessary, to answer to specific questions (related to the database, the data, the methodology, etc) through ad-hoc requests.

5.6. Work programme

The tenderer is invited to present in his/her offer a preliminary programme of the works to be done for the contractual period.

5.7. Requirements on how the tasks shall be carried out

The PROGRESS Programme aims to promote gender mainstreaming in all its five policy sections and commissioned activities. Consequently, the contractor shall take the necessary steps to ensure that:

- Gender equality issues are taken into account when relevant for the drafting of the technical offer by paying attention to the situation and needs of women and men;
- Implementation of the requested tasks includes a gender perspective by considering systematically the women and men dimension;
- Performance monitoring includes the collection and gathering of data disaggregated by sex when needed;
- Its proposed team and/or staff respect the gender balance at all levels.

Equally, needs of disabled people shall be duly acknowledged and met while executing the requested service. This will ensure in particular that where the contractor organises training sessions and conferences, issues publications or develops dedicated websites, people with disabilities will have equal access to the facilities or the services provided.

Finally, the Contracting Authority encourages the contractor to promote equal employment opportunities for all its staff and team. This entails that the contractor is encouraged to foster an appropriate mix of people, whatever their ethnic origin, religion, age, and ability.

The contractor will be required to detail in its final activity report the steps and achievements made towards meeting these contractual requirements.

6. Publicity and information requirements

In accordance with the General conditions, all contractors are under the obligation to acknowledge that the present service has received funding from the Union in all documents and media produced, in particular final delivered outputs, related reports, brochures, press releases, videos, software, etc, including at conferences or seminars. In the context of the European Union's Programme for Employment and Social Solidarity – PROGRESS, the following formulation shall be used:

This (publication, conference, training session etc) is commissioned by the European Union's Programme for Employment and Social Solidarity - PROGRESS (2007-2013).

This programme is managed by the Directorate-General for Employment, social affairs and equal opportunities of the European Commission. It was established to financially support the implementation of the objectives of the European Union in the employment and social affairs area, as set out in the Social Agenda, and thereby contribute to the achievement of the Lisbon Strategy goals in these fields.

The seven-year Programme targets all stakeholders who can help shape the development of appropriate and effective employment and social legislation and policies, across the EU-27, EFTA-EEA and EU candidate and pre-candidate countries.

PROGRESS' mission is to strengthen the EU contribution in support of Member States' commitment. PROGRESS is instrumental in:

- providing analysis and policy advice on PROGRESS policy areas;
- monitoring and reporting on the implementation of EU legislation and policies in PROGRESS policy areas;
- promoting policy transfer, learning and support among Member States on EU objectives and priorities; and
- relaying the views of the stakeholders and society at large

For more information see: <http://ec.europa.eu/progress>

For publications it is also necessary to include the following reference: "The information contained in this publication does not necessarily reflect the position or opinion of the European Commission".

With regard to publication and any communication plan linked to the present activity, the contractor will insert the European Union logo and mention the European Commission as the Contracting Authority in every publication or related material developed under the present contract.

7. Professional qualifications required

See Annex IV of the draft contract, experts' CVs.

8. Time schedule and reporting

See Article I.2. of the draft contract. The contract is concluded for a period of 24 months with effect from the date on which it enters into force. The contract may be renewed once for a period of execution of the tasks of 24 months, only before expiry of the contract and with the express written agreement of the parties.

The indicative intended commencement date of the contract is December 2010.

Additional requirements:

Following the signature of the contract, the contractor will be expected to meet with the relevant Commission services (Brussels) with the view of preparing the inception note/plan of the works to be assigned during the contract.

The final work programme will be presented with the Inception note in the beginning of the contractual period and updated in the beginning of the second year and approved by the Commission.

Indicative deadlines for the performance of tasks/deliverables for the first contractual period (end 2010-2012)²⁷ are included in the table below, assuming that the signature of the contract could take place around November/December 2010.

Please note that all deadlines mentioned in the table below are indicative.

Deliverables	Deadline
Inception note on draft work programme for first contractual period.	Within one month after the signature of the contract.
Note presenting the final data collection methodology and study mapping the situation/data sources for the local political level and the area of leaders of political parties to be agreed by the Commission.	Within four months after the signature of the contract.
First quarterly updating of the database (in the political domain) including the 34 countries covered. The new areas to be covered (local level and political parties) may be introduced only from the second update.	Before end of March.
Second quarterly updating of the database (in the political domain).	Before the 15 th June.
First outline of the report related to the analysis of trends.	By end of June.
Draft improved design of the database/website (including the interactive tool).	Seven months after the signature of the contract.
First interim technical report.	Within eight months after the signature of the contract.
Third quarterly updating of the database (in the political domain).	Before the 15 th September.
Draft report related to the analysis of trends.	By mid of September.
Final report related to the analysis of trends.	By mid of November.
Yearly updating of the database (in all domains, except for those already updated during the year) and a description of the data quality.	End of November.
Update and possible adaptation of the work programme for the second year of the contractual period.	One year after the signature of the contract.
Note for the possible improvement of the methodology in a given area of the database (if necessary).	Before end of March (second year).
First quarterly updating of the database (in the political domain) including the 34 countries covered.	Before end of March (second year).
Second interim technical report.	Within sixteen months after the signature of the contract.
Second quarterly updating of the database (in	Before the 15 th June (second year).

²⁷ The contractor should be ready to eventual adaptations to the estimated deliverables/timetable, if deemed necessary.

the political domain).	
First outline of the report related to the analysis of trends.	By end of June (second year).
Third quarterly updating of the database (in the political domain).	Before the 15 th September (second year).
Draft report related to the analysis of trends.	By mid of September (second year).
Final report related to the analysis of trends.	By mid of November (second year).
Yearly updating of the database (in all domains, except for those already updated during the year) and a description of the data quality.	End of November (second year).
Final technical report.	End of the contractual period of 24 months.

General reporting requirements under PROGRESS

PROGRESS is implemented through a results-based management - RBM. Managing for outcomes and results is about working to maximise results for European citizens. This includes:

- Identifying the most important results for European citizens;
- Managing these results, including setting out clearly the desired results, implementing plans based upon these results and learning about 'what works' in the process;
- Seizing opportunities to work together whenever this helps achieve the results.

The Strategic Framework, developed in collaboration with Member States and civil society organisations, sets out the intervention logic for Progress-related expenditure and defines PROGRESS' mandate and its long-term and immediate outcomes. It is supplemented by performance measures which serve to determine the extent to which PROGRESS has delivered the expected results. See in Annex the overview of PROGRESS performance measurement framework. For more information on the strategic framework, please visit PROGRESS website <http://ec.europa.eu/social/main.jsp?catId=659&langId=en>.

The Commission regularly monitors the effect of PROGRESS-supported or commissioned initiatives and considers how they contribute to PROGRESS outcomes as defined in the Strategic Framework. In this context, the contractor will be asked to dedicatedly work in close cooperation with the Commission and/or persons authorised by it to define the expected contribution and the set of performance measures which this contribution will be assessed against. The contractor will be asked to collect and report on its own performance to the Commission and/or persons authorised by it against a template which will be annexed to the contract. In addition, the contractor will make available to the Commission and/or persons authorised by it all documents or information that will allow PROGRESS performance measurement to be successfully completed and to give them the necessary rights of access.

9. Payments and standard contract

See article I.4 of the draft contract.

Payments under the contract shall be made in accordance with Article II.4 of the contract. Payments shall be executed only if the contractor has fulfilled all his/her contractual obligations by the data on which the invoice is submitted.

Payments will be made on receipt of the corresponding invoices, according to the following schedule:

Pre-financing

Following signature of the contract by the last contracting authority, within 30 days of the receipt by the Commission of a request for pre-financing with a relevant invoice, a pre-financing payment equal to 10% of the total amount of the contract shall be made.

First interim payment

Requests for interim payment by the contractor in accordance with the instructions laid down in Annex I of the draft contract shall be admissible if accompanied by:

- a first interim technical report;
- the relevant invoices,
- statements of reimbursable expenses (if any) in accordance with Article II.7 of the draft contract provided the report has been approved by the Commission.

The Commission shall have 60 days from receipt to approve or reject the report, and the contractor shall have 30 days in which to submit additional information or a new report. Within 30 days of the date on which the report is approved by the Commission, an interim payment equal to 30% of the total amount of the contract shall be made.

Second interim payment

Requests for interim payment by the contractor in accordance with the instructions laid down in Annex I of the draft contract shall be admissible if accompanied by:

- a second interim technical report, detailing all tasks performed during at least the first year of the contract;
- the relevant invoices,
- statements of reimbursable expenses (if any) in accordance with Article II.7 of the draft contract provided the report has been approved by the Commission.

The Commission shall have 60 days from receipt to approve or reject the report, and the contractor shall have 30 days in which to submit additional information or a new report. Within 30 days of the date on which the report is approved by the Commission, an interim payment equal to 30% of the total amount of the contract shall be made.

Payment of the balance

The request for payment of the balance of the contractor shall be admissible if accompanied by:

- the final technical report in accordance with the instructions laid down in Annex I of the draft contract,
- the invoice,
- statements of reimbursable expenses in accordance with Article II.7 of the draft contract, if any, provided the report has been approved by the Commission.

The Commission shall have 60 days from receipt to approve or reject the report, and the contractor shall have 30 days in which to submit additional information or a new report. Within 30 days of the date on which the report is approved by the Commission, payment of the balance corresponding to the relevant invoice shall be made.

10. Prices

Under the terms of Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Union, the latter are exempt from all charges, taxes and duties, including value added tax; such charges may not therefore be included in the calculation of the price quoted. The amount of VAT is to be indicated separately.

The price must be stated in EUR(€), net of VAT (using, where appropriate, the conversion rates published in the C series of the Official Journal of the European Union on the day when the invitation to

tender was issued), and broken down according to the model in Annex III included in the attached standard contract.

Part A: Professional fees and direct costs

- Fees, expressed as the number of person-days multiplied by the unit price per working day for each expert proposed. The unit price should cover the experts' fees and administrative expenditure, but not the reimbursable expenses referred to below.
- Translation expenses;
- Other direct costs (to be specified in detail), if applicable, by the tenderer.

Part B: Reimbursable expenses

- Travel, accommodation and subsistence expenses (other than local transport costs) of the contractor and his/her staff (covering the expenditure incurred by experts on short-term trips outside their normal place of work), including travel expenses related to (estimated) 5 meetings with the European Commission in Brussels. See draft contract, part I, Special conditions, Article I.3.4.
- Expenses for the shipment of equipment or unaccompanied luggage, directly connected with performance of the tasks specified in the contract;
- Contingencies, if any.

Total price = part A + part B.

The total price proposed by the tenderer should not exceed 600.000€ (fixed ceiling price) for a contractual period of 24 months. It is to be noted that the contract may be renewed once (also for a period of 24 months).

11. Groupings of economic operators or consortia

Tenders can be submitted by groupings of service providers/suppliers who will not be required to adopt a particular legal form prior to the contract being awarded, but the consortium selected may be required to assume a given legal form when it has been awarded the contract if this change is necessary for proper performance of the contract²⁸. However, a grouping of economic operators must nominate one party to be responsible for the receipt and processing of payments for members of the grouping, for managing the service administration, and for coordination. The documents required and listed in the following points 12 and 13 must be supplied by every member of the grouping. Each member of the grouping assumes a joint and several liability towards the Commission.

12. Exclusion criteria and supporting documents

1) Bidders must provide a declaration on their honour, duly signed and dated, that they are not in one of the situation referred to in Articles 93 and 94 a) of the Financial Regulation.

Those articles are as follows :

²⁸ These entities can take the form of an entity with or without legal personality but offering sufficient protection of the Commission's contractual interests (depending on the Member State concerned, this may be, for example, a consortium or a temporary association).

The contract has to be signed by all members of the group, or by one of the members, which has been duly authorised by the other members of the grouping (a power of attorney or sufficient authorisation is to be attached to the contract), when the tenderers have not formed a legal entity.

"Article 93 :

Applicants or tenderers shall be excluded if:

they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

they have been convicted of an offence concerning their professional conduct by a judgement which has the force of res judicata;

they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;

they have not fulfilled their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;

they have been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Union's financial interests;

they are currently subject to an administrative penalty referred to in Article 96(1)²⁹.

(...)

Article 94 :

Contracts may not be awarded to candidates or tenderers who, during the procurement procedure:

are subject to a conflict of interest;

are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the procurement procedure or fail to supply this information;(...)"

2) The tenderer to whom the contract is to be awarded shall provide, within a time limit defined by the contracting

authority and preceding the signature of the contract, the evidence referred to in Article 134 of the implementing Rules, confirming the declaration referred to in point 1 above.

Article 134 of the Implementing Rules – Evidence

§3. The contracting authority shall accept as satisfactory evidence that the candidate or tenderer to whom the contract is to be awarded is not in one of the situations described in point (a), (b) or (e) of Article 93(1) of the Financial Regulation, a recent extract from the judicial record or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied. The contracting authority shall accept, as satisfactory evidence that the candidate or tenderer is not in the situation described in point (d) of Article 93(1) of the Financial Regulation, a recent certificate issued by the competent authority of the State concerned.

²⁹ "Article 96(1): The contracting authority may impose administrative or financial penalties on the following:

(a) candidates or tenderers in the cases referred to in point (b) of Article 94;

(b) contractors who have been declared to be in serious breach of their obligations under contracts covered by the budget.

(...)"

Where the document or certificate is not issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

§4. Depending on the national legislation of the country in which the candidate or tenderer is established, the documents referred to in paragraph 3 shall relate to legal persons and/or natural persons including, where considered necessary by the contracting authority, company directors or any person with powers of representation, decision-making or control in relation to the candidate or tenderer.

See Annex I (which may be used as a checklist) for the supporting documents accepted by the European Commission to be provided by applicants, tenderers or tenderers to who the contract will be awarded.

3) The contracting authority may waive the obligation of a candidate or tenderer to submit the documentary evidence referred to in Article 134 of the Implementing Rules, if such evidence has already been submitted to it for the purposes of another procurement procedure launched by DG EMPL and provided that the issuing date of the documents does not exceed one year and that they are still valid.

In such a case, the candidate or tenderer shall declare on his honour that the documentary evidence has already been provided in a previous procurement procedure and confirm that no changes in his situation have occurred.

13. Selection criteria

The candidates will be selected on the basis of their financial and economic capacity and their technical and professional capacity.

(1) Economic and financial capacity to carry out the tasks set out in the tender specifications must be demonstrated as follows:

(a) the tender (or consortium) must provide proof of turnover in the last closed financial year at least equivalent to 300 000 Euro ; in case of tenders from consortia, the sum of the turnovers of the partners will be considered.

(b) balance sheets or extracts from balance sheets and profit and loss account for the last two financial years, for which accounts have been closed, where publication of the balance sheets is required under the company law of the country in which the economic operator is established. In the case of tenders from consortia, this certificate must be provided by each member of the consortium;

(c) a statement of the undertaking's overall turnover and its turnover in respect of the services to which the contract relates for the previous last two financial years. In the case of tenders from consortia, this certificate must be provided by each member of the consortium;

(d) a bank declaration providing evidence of good financial standing or evidence of professional risk indemnity insurance. In the case of tenders from consortia, this certificate must be provided by each member of the consortium.

If, for some exceptional reason which the contracting authority considers justified, the tenderer or candidate is unable to provide the references requested by the contracting authority, he may prove his economic and financial capacity by any other means which the contracting authority considers appropriate.

(2) Technical and professional capacity:

(a) Technical and professional capacity for carrying out the tasks required will be assessed on the basis of the following:

- Co-ordination and administrative tasks: the contractor should propose a project manager to have on his/her behalf the overall responsibility for the completion of the contract. The person must have at least 3 years' work experience relevant to performing the co-ordination and administrative tasks involved in organising and managing a project of this scale.

- Appropriate structure in order to collect data in all the countries covered by the database: the contractor must take into account that data must be collected using the national languages of the countries.

- Members of the proposed team responsible for the collection and analysis of data in the different countries/organisations: work experience on collection and analysis of data. In addition, the team proposed for the collection and analysis of data must include at least one member with a university diploma with a strong statistical component and at least 5 year's work experience on collection of statistics and analysis of data.

- Member(s) of the proposed team to work on the maintenance, the update, and the development of the database website: at least 3 year's work experience in development of on-line information systems or a higher education degree in informatics.

- The proposed team must include at least two members with experience on gender equality. It should be noted that at least one person proposed for the drafting of the requested report must have at least 5 year's work experience on gender equality issues.

- Language skills sufficient to execute the tasks efficiently: indicate the language competence levels of those to be assigned to the work, bearing in mind that the database website is developed in English, French and German and the annual report in English, that the work to be done will cover the 27 EU Member States, Iceland, Norway, Liechtenstein, Turkey, Croatia, F.Y.R.O.M. and Serbia and ensure the offer contains provision for translation if this is considered necessary. The tenderer should explain how to ensure the work in all the languages of the countries covered.

(b) Means of proof required: technical and professional capacity of economic operators to undertake the services described above shall be evaluated and verified as follows:

- the educational and professional qualifications of the members of the team proposed and list of the relevant publications and/or studies and/or other type of work carried out in the fields concerned by the tender. CVs of persons to be involved in the project shall be attached. Moreover, the tenderer should sign and include in the bid a statement confirming the availability of all the members of the team proposed.

- A list of the principal services provided and supplies delivered (by the tenderer), comparable with the tasks to be performed under this contract, in the last three years, with the sums, dates and recipients, public or private.

In the case of tenders from consortia, this must be provided by each member of the consortium.

- A description of the technical equipment to be employed by the firm for performing the contract.

- A description of the team proposed including the role of each member and the division of tasks.

- A statement of the average annual manpower and the number of managerial staff of the contractor in the last two years.
- A detailed description of the organisation of work with clear identification of roles and responsibilities of all members of staff or persons responsible for providing the services against the professional and technical requirements as exposed above. In the case of tenders from consortia: clear identification of the co-ordinator of the work who will also be responsible for signing the contract, and written signed confirmation from each member of the consortium that they would be ready and willing to participate in the project, and describing their role.

14. Award criteria

The contract will be awarded to the bid offering the best price/quality ratio, taking account of the following criteria:

Technical quality of the offer

A Understanding of the nature and context of the assignment, the tasks to be carried out and the results to be achieved (25 %)

B Quality of the proposed approach and methodology (50%)

C Overall quality in terms of management arrangements and appropriateness of task distribution (25%)

Please note that the contract will not be awarded to any bid that receives less than 70 % in the award criteria. The points total will then be divided by the price, with the highest-scoring bid being chosen.

15. Content of bids

Tenders must include:

all information and documents necessary to enable the Commission to appraise the bid on the basis of the selection and award criteria (see points 13 and 14 above);

a bank ID form duly completed and signed by the bank;

a "legal entity" form duly completed;

the price;

the detailed CVs of the proposed experts;

the name and function of the contractor's legal representative (i.e. the person authorised to act on behalf of the contractor in any legal dealings with third parties);

proof of eligibility: tenderers must indicate the State in which they have their registered office or are established, providing the necessary supporting documents in accordance with their national law.

16. Presentation of bids

Bids must be submitted in triplicate (i.e. one original and two copies).

They must include all the information required by the Commission (see points 10, 11, 12 and 13 above).

They must be clear and concise.

They must be signed by the legal representative.

They must be submitted in accordance with the specific requirements of the invitation to tender, within the deadlines laid down.

Annex I

Exclusion criteria (Article 93(1) FR)	Supporting documents to be provided by applicants, tenderers or tenderers to who the contract will be awarded		
	Procurement (Article 93(2) FR; Article 134 IR)		
1. Exclusion from a procurement procedure, Article 93(1) FR : « Candidates or tenderers shall be excluded from participation in a procurement procedure if:			
1.1. (subparagraph a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations ³⁰ ;	Recent extract from the judicial record <i>or</i> recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance <i>or</i> Where no such certificate is issued in the country concerned : sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance		
1.2. (subparagraph b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata ³¹ ;	<i>Cf. supporting documents for Article 93(1)(a) FR above</i>		

³⁰ See also Article 134(4) IR : Depending on the national legislation of the country in which the candidate or tenderer is established, the documents referred to in paragraphs 1 and 3 shall relate to legal persons and/or natural persons including, where considered necessary by the contracting authority, company directors or any person with powers of representation, decision-making or control in relation to the candidate or tenderer.

³¹ Cf. footnote n° 12.

<i>Exclusion criteria (Article 93(1) FR)</i>	<i>Supporting documents to be provided by applicants, tenderers or tenderers to who the contract will be awarded</i>		
	<i>Procurement (Article 93(2) FR; Article 134 IR)</i>		
1.3. (subparagraph c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;	<i>Declaration by the candidate or tenderer that he is not in the situation described</i>		
1.4. (subparagraph d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed ³² ;	Recent certificate issued by the competent authority of the State concerned confirming that the candidate is not in the situation described or Where no such certificate is issued in the country concerned : sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance		
1.5. (subparagraph e) they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Union's financial interests ³³ ;	<i>Cf. supporting documents for Article 93(1)(a) FR above</i>		
1.6. (subparagraph f) they are currently subject to an administrative penalty referred to in Article 96(1) ³⁴ .»	<i>Declaration by the candidate or tenderer that he is not in the situation described</i>		

³² Cf. footnote n° 12.

³³ Cf. footnote n° 12.

³⁴ Article 96(1) FR: The contracting authority may impose administrative or financial penalties on the following:

(a) candidates or tenderers in the cases referred to in point (b) of Article 94;

(b) contractors who have been declared to be in serious breach of their obligations under contracts covered by the budget.

<i>Exclusion criteria (Article 94 FR)</i>	<i>Supporting documents to be provided by applicants, tenderers or tenderers to who the contract will be awarded</i>		
	<i>Procurement</i>	<i>Grants</i>	
2. Exclusion from a procurement or grant award procedure Article 94 FR : « Contracts may not be awarded to candidates or tenderers who, during the procurement procedure:			
2.1. (subparagraph a) are subject to a conflict of interest;	Statement by the applicant, tenderer or bidder confirming the absence of conflict of interests, to be submitted with the application, bid or proposal		
2.2. (subparagraph b) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or fail to supply this information» ³⁵ .	No specific supporting documents to be supplied by the applicant, tenderer or bidder It is the responsibility of the authorising officer, represented by the evaluation committee, to check that the information submitted is complete ³⁶ and to identify any misrepresentation		

³⁵ Cf. Article 146(3) of the FR Implementing Rules: « ...the evaluation committee or the contracting authority may ask candidates or tenderers to supply additional material or to clarify the supporting documents submitted in connection with the exclusion and selection criteria, within the time limit it specifies. » and Article 178(2) of the FR Implementing Rules: « The evaluation committee or, where appropriate, the authorising officer responsible may ask an applicant to provide additional information or to clarify the supporting documents submitted in connection with the application, in particular in the case of obvious clerical errors »

³⁶ Cf. footnote n°1

[Model]
Declaration of honour
with respect to
the Exclusion Criteria and absence of conflict of interest

The undersigned [name of the signatory of this form, to be completed]:

- ☐ *in his/her own name* (if the economic operator is a natural person or in case of own declaration of a director or person with powers of representation, decision making or control over the economic operator³⁷)

or

- ☐ *representing* (if the economic operator is a legal person)

official name in full (only for legal person):

official legal form (only for legal person):

official address in full:

VAT registration number:

declares that the company or organisation that he/she represents / he/she:

- a) is not bankrupt or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) has not been convicted of an offence concerning professional conduct by a judgment which has the force of *res judicata*;
- c) has not been guilty of grave professional misconduct proven by any means which the contracting authorities can justify;
- d) has fulfilled all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of the country of the contracting authority and those of the country where the contract is to be carried out;
- e) has not been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- f) *is not a subject of the administrative penalty for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the procurement procedure or failing to supply an information, or being declared to be in serious breach of his obligation under contract covered by the budget.*

In addition, the undersigned declares on their honour:

- g) *they have no conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinities, family or emotional ties or any other relevant connection or shared interest;*
- h) *they will inform the contracting authority, without delay, of any situation considered a conflict of interest or which could give rise to a conflict of interest;*

³⁷ To be used depending on the national legislation of the country in which the candidate or tenderer is established and where considered necessary by the contracting authority (see art. 134(4) of the Implementing Rules).

- i) *they have not made and will not make any offer of any type whatsoever from which an advantage can be derived under the contract;*
- j) *they have not granted and will not grant, have not sought and will not seek, have not attempted and will not attempt to obtain, and have not accepted and will not accept any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal practice or involving corruption, either directly or indirectly, as an incentive or reward relating to award of the contract;*
- k) *that the information provided to the Commission within the context of this invitation to tender is accurate, sincere and complete;*
- l) *that in case of award of contract, they shall provide upon request the evidence that they are not in any of the situations described in points a, b, d, e above.*

For situations described in (a), (b) and (e), production of a recent extract from the judicial record is required or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied. Where the Tenderer is a legal person and the national legislation of the country in which the Tenderer is established does not allow the provision of such documents for legal persons, the documents should be provided for natural persons, such as the company directors or any person with powers of representation, decision making or control in relation to the Tenderer.

For the situation described in point (d) above, recent certificates or letters issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the Tenderer is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions.

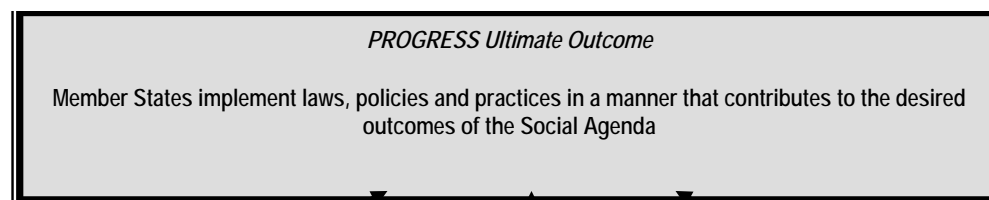
For any of the situations (a), (b), (d) or (e), where any document described in two paragraphs above is not issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.]

By signing this form, the undersigned acknowledges that they have been acquainted with the administrative and financial penalties described under art 133 and 134 b of the Implementing Rules (Commission Regulation 2342/2002 of 23/12/02), which may be applied if any of the declarations or information provided prove to be false.

Full name *Date*

Signature

OVERVIEW OF PROGRESS PERFORMANCE MEASUREMENT FRAMEWORK



*PROGRESS works towards its ultimate outcome by helping strengthen the EU's support for Member States' efforts to create more and better jobs and to build a more cohesive society. PROGRESS seeks to contribute to (i) an **effective legal regime** in the EU in relation to the Social Agenda; (ii) **shared understanding** across the EU with regard to Social Agenda objectives; and (iii) **strong partnerships** working towards Social Agenda objectives.*

In operational terms, support provided by PROGRESS facilitates (i) provision of analysis and policy advice; (ii) monitoring and reporting on the implementation of EU legislation and policies; (iii) policy transfer, learning and support among Member States; and (iv) relaying to decision-makers the views of the stakeholders and society at large.

Legal Regime

Outcome:

Compliance in Member States with EU law related to PROGRESS areas.

Performance Indicators

1. Transposition rate of EU law on matters related to PROGRESS policy areas
2. Effectiveness of application in Member States of EU law on matters related to PROGRESS policy areas.
3. EU policies and legislation are grounded in thorough analysis of situation and responsive to conditions, needs and expectations in Member States in PROGRESS areas
4. Extent to which PROGRESS-supported policy advice feeds into the development and implementation of EU legislation and policies
5. Cross-cutting issues are addressed in PROGRESS policy sections
6. EU policies and legislation display a common underlying logic of intervention in relation to PROGRESS issues
7. Gender mainstreaming is systematically promoted in PROGRESS

Shared Understanding

Outcome:

Shared understanding and ownership among policy/decision-makers and stakeholders in Member States, and the Commission, of objectives related to PROGRESS policy areas.

Performance Indicators

1. Attitudes of decision-makers, key stakeholders and general public regarding EU objectives in PROGRESS policy areas
2. Extent to which national policy discourses or priorities reflect EU objectives
3. Extent to which principles of good governance (including minimum standards on consultation) are respected in policy debate
4. Extent to which the outcomes of policy debates feed into the development of EU law and policy.
5. Greater awareness of policy-and decision-makers, social partners, NGOs, networks regarding their rights/obligations in relation to PROGRESS policy areas
6. Greater awareness of policy-and decision-makers, social partners, NGOs, networks regarding EU objectives and policies in relation to PROGRESS policy areas

Strong Partnerships

Outcome:

Effective partnerships with national and pan-European stakeholders in support of outcomes related to PROGRESS policy areas.

Performance Indicators

1. Existence of common ground/consensus among policy and decision-makers and stakeholders on EU objectives and policies
2. Identification and involvement by the EU of key actors in a position to exert influence or change at EU and national levels
3. Effectiveness of partnerships in relation to outcomes related to PROGRESS policy areas.
4. Number of individuals served or reached by networks supported by PROGRESS.
5. Extent to which advocacy skills of PROGRESS-supported networks have improved
6. Satisfaction of EU and national authorities with the contribution of networks
7. Extent to which PROGRESS-supported networks take a cross-cutting approach