



**Specifications**  
**Tender No VT/2012/081**

**SUPPORT SERVICES FOR SOCIAL POLICY  
EXPERIMENTATION IN THE EU**

## Table of Contents

Table of Contents .....	2
1. Title of the contract .....	3
2. Background.....	3
2.1 <i>The Europe 2020 Strategy and the Platform against Poverty and Social Exclusion</i> .....	3
2.2. <i>The PROGRESS Programme</i> .....	4
3. Subject of the contract .....	5
<i>Geographical Coverage</i> .....	6
<i>Organization of the Activities</i> .....	6
4. Tasks to be carried out by the contractor .....	7
4.1. The contractor will be in charge of the general management of the project, in particular for: .....	7
4.2. The contractor will be in charge of the development of the following activities: .....	7
4.2.1. <i>The creation of a community of stakeholders, supported by dedicated web content</i> .....	7
4.2.2. <i>The production of communication and training tools</i> .....	9
4.2.3 <i>The provision of tailor-made advice on social policy experimentation, at the request of the Commission</i> .....	11
4.3. Guide and details of how the tasks are to be carried out .....	12
5. Time schedule and reporting .....	12
5.1. Reporting .....	12
5.2. PROGRESS reporting requirements .....	13
5.3. <i>Publication and information requirements</i> .....	13
6. Prices .....	14
7. Calculation of amounts due under the present procurement .....	14
Payments and standard contract.....	15
8. Participation .....	15
9. Groupings of economic operators or consortia .....	16
10. Exclusion criteria and supporting documents .....	16
11. Selection criteria .....	17
11.1. <i>Financial and economic capacity</i> .....	18
11.2. <i>Technical capacity</i> .....	18
12. Award criteria.....	19
13. Content and presentation of bids.....	19
QUERIES .....	21

---

## Technical part

### 1. Title of the contract

#### SUPPORT SERVICES FOR SOCIAL POLICY EXPERIMENTATION IN THE EU

### 2. Background

#### *2.1 The Europe 2020 Strategy and the Platform against Poverty and Social Exclusion*

The EUROPE 2020 Strategy<sup>1</sup> recognises that the Europe Union's success in delivering smart, sustainable and inclusive growth largely depends on its ability to innovate across all fronts. Two of its flagship initiatives put this priority centre stage: the 'Innovation Union'<sup>2</sup> and the 'Platform against Poverty and Social Exclusion'<sup>3</sup>.

For several years now, the EU has been promoting innovation and modernisation of Member States' social and employment policies through peer-reviewing, mutual learning, communication and transfer of best practices, helping to improve policy design and focus. Nevertheless, cross-national learning in the field of social policy would benefit from greater recourse to scientific methods to test and assess policy innovation.

The 'Platform against Poverty and Social Exclusion' promotes social innovation and social policy experimentation as renewed ways to address challenges of social policies: evolving social needs, growing budgetary constraints, participation of stakeholders in all steps of the policy cycle, evaluation of the social impact of decisions.

'Social policy experimentation' refers to small scale projects designed to test policy innovations (or reforms) before adopting them more widely. It can be a powerful tool to guide the structural reforms that will be needed to implement the Europe 2020 vision for a smart, sustainable and inclusive growth.

Social policy experiments have been conducted since the 1970s in several countries, mostly in the United States of America, to evaluate proposed changes in public policies or programmes. They have been applied to a large spectrum of social interventions, such as welfare-to-work programmes, provision of health services, education, early child development, access to public utilities, active retirement, etc. Many have been used to evaluate policies targeted at disadvantaged groups. Recently, social policy experiments have been increasingly implemented in developing countries as well as in several Member States of the European Union, in particular in the United Kingdom, in France, in the Netherlands, in Denmark and in Sweden<sup>4</sup>. The interest for this methodology is growing<sup>5</sup> in Europe, as it is a robust way to measure the impact of policy interventions before implementing them.

---

<sup>1</sup> <http://ec.europa.eu/eu2020/>

<sup>2</sup> [http://ec.europa.eu/research/innovation-union/index\\_en.cfm](http://ec.europa.eu/research/innovation-union/index_en.cfm)

<sup>3</sup> <http://ec.europa.eu/social/main.jsp?langId=en&catId=961>

<sup>4</sup> See examples on <http://ec.europa.eu/social/BlobServlet?docId=7100&langId=en>

<sup>5</sup> See the Ministerial Conference on innovative responses to the social impact of the crisis, Wrocław, Sept. 2011 <http://ec.europa.eu/social/main.jsp?catId=758&langId=en&eventsId=358&furtherEvents=yes>

## 2.2. The PROGRESS Programme

PROGRESS is the EU 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 Agenda, as well as to the objectives of the Europe 2020 Strategy. This new strategy, which has a strong social dimension, aims at turning the EU into a smart, sustainable and inclusive economy delivering high levels of employment, productivity and social cohesion. The European Union needs coherent and complementary contributions from different policy strands, methods and instruments, including the PROGRESS programme, to support the Member States in delivering on the Europe 2020's goals.

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 2012 annual work plan which can be consulted at <http://ec.europa.eu/social/BlobServlet?docId=7467&langId=en>.

The European Commission is financially supporting the development of social policy experimentation since 2009 through PROGRESS calls for proposals<sup>6</sup>. It has proposed to increase the support after 2014 through the new Programme for Social Change and Innovation<sup>7</sup> and the European Social Fund<sup>8</sup>. To develop the use of social policy experimentation in the Member States, it is also important to develop capacities among relevant policy makers and organisations.

<sup>6</sup> See for instance <http://ec.europa.eu/social/main.jsp?catId=630&langId=en&callId=331&furtherCalls=yes>

<sup>7</sup> See <http://ec.europa.eu/social/main.jsp?langId=en&catId=89&newsId=1093>

<sup>8</sup> See <http://ec.europa.eu/esf/main.jsp?catId=62&langId=en>

Further information on the Social Protection and Social Inclusion process may be obtained from the Europa website, where documents are accessible at the following address: <http://ec.europa.eu/social/main.jsp?catId=750&langId=en>.

*New Programme for Social Change and Innovation (PSCI)*

The bidders have to be aware of the future changes in PROGRESS instruments and priorities. The Commission proposed a new programme on the 6<sup>th</sup> of October 2011, the Programme for Social Change and Innovation (PSCI)<sup>9</sup>. It builds upon three existing instruments: PROGRESS, EURES<sup>10</sup> and the Progress Microfinance Facility<sup>11</sup>. The proposal, when adopted, will come into effect on 1<sup>st</sup> January 2014. It mentions explicitly the support to social policy experimentation.

### 3. Subject of the contract

The subject of the contract is to provide support services to the Commission for the development of social policy experimentation in the European Union, as a tool to test social and employment policy innovations and reforms before implementing them.

Support services on social policy experimentation will help the European Commission to accompany Member States' efforts to innovate and modernise social policy, by providing the best European expertise in terms of the methods to design, implement and evaluate social policy experimentation. It will contribute to awareness raising and capacity building of organisations and administrations involved in the design, implementation and evaluation of social and employment policies, mainly through the organisation of trainings, information sessions and the production of communication tools. Furthermore, tailor-made advice will allow policy-makers willing to experiment to access the adequate support.

#### *Social policy experimentation*

Very often government programmes in the field of social and employment policy suffer from a lack of robust evidence on what does and does not work. Through a social policy experiment, a policy is tested on a small scale before being implemented, which allows testing its impact before scaling it up.

Social policy experiments are:

- policy interventions bringing innovative answers to social needs,
- implemented on a small scale because of existing uncertainty as to their impact,
- in conditions which ensure the possibility of measuring their impact,
- in order to be repeated on a wider scale if the results prove convincing.

The impact of the innovation on the sample population is assessed against the situation of a 'control group' with similar socio-economic characteristics that remains under the dominant policy regimes. The members of a representative sample of the population targeted for the policy intervention are randomly assigned to either the treatment group or the control group.

A methodological guide for policy makers on social policy experimentation is provided on <http://ec.europa.eu/social/BlobServlet?docId=7112&langId=en>.

<sup>9</sup> <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2011:0609:FIN:EN:PDF>

<sup>10</sup> The European Job Mobility Portal, <http://www.eures.europa.eu/>

<sup>11</sup> <http://ec.europa.eu/social/main.jsp?langId=en&catId=836>

Social policy experimentation requires a thorough preparation, implementation and evaluation methodology. Experiments should focus on fields where evidence suggests that a policy change is needed. To be conclusive, the tested policy intervention must be subject to well-defined evaluation standards, to ensure that its impact is robustly assessed and hence allow for convincing evidence and appropriate conclusions on the effectiveness and efficiency of government programmes in the field of social and employment policy. This raises challenging issues as regards the underlying methodology.

### ***Geographical Coverage***

The contract will cover:

- The 27 Member States,
- EEA countries (Iceland, Lichtenstein and Norway)<sup>12</sup>,
- Croatia, Former Yugoslav Republic of Macedonia, Serbia and Turkey.

The other Western Balkan countries included in the stabilisation and association process may join the PROGRESS Programme upon negotiating Memoranda of Understanding. If, during the contract period, some of these countries start to participate in the Programme, an extension of the contract will be made by negotiated procedure according to Article 126(1)(f) of Commission Regulation n° 2342/2002 (EC, Euratom) laying down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities.

### ***Organization of the Activities***

The support services on social policy experimentation are to be delivered by the contractor through a team that has the competences detailed under section 11.

The team will be led by a project director, who will be the European Commission's main contact point and responsible for the global management of the contract. The team will steer and coordinate the activities and liaise with the Commission.

An expert on social policy experimentation will assist the project director.

Together with Commission officials, the team will establish a steering group. It should be anticipated that the steering group organises up to 4 meetings in Brussels.

The team will, if applicable and/or required, be requested to take account of experiences from outside the European Union, which could be useful for the Member States. It should therefore be envisaged to engage further with experts from relevant International Organisations, such as the World Bank, and third countries (e.g. the United States of America) which can contribute and enrich the mutual learning process.

### ***Contacts with relevant networks***

The members of the team should exchange information and collaborate with, among others, the Network of Independent Experts on Social Inclusion, the Learning networks on Transnational

---

<sup>12</sup> The Agreement on the European Economic Area (EEA) brings together the 27 EU Member States and the three EEA EFTA countries (Iceland, Lichtenstein and Norway)

Cooperation in the European Social Fund and with the geographical desks of the Commission Directorate General Employment, Social Affairs and Inclusion.

The team will also ensure contact with other relevant networks.

#### **4. Tasks to be carried out by the contractor**

##### *Description of the tasks*

The tasks will be carried out in close cooperation with the responsible Commission's services.

##### **4.1. The contractor will be in charge of the general management of the project, in particular for:**

- The overall organisation of the activities;
- The preparation of the agenda of the activities in close cooperation with the Commission.
- The quality control and assessment:

The contractor will ensure the high quality of the activities undertaken and the reports produced. The contractor is requested to carry out an annual evaluation<sup>13</sup> of the activities focusing on:

- The impact of the activities on the national (and/or the sub-national, where appropriate) and the European level;
- The organisation of the activities;
- The effectiveness of the communication strategy with regard to the results of the activities carried out in the framework of the contract.

##### **4.2. The contractor will be in charge of the development of the following activities:**

1. The creation of a community of stakeholders, supported by dedicated web content (4.2.1);
2. The production of communication and training tools for the community (4.2.2);
3. The provision of tailor-made advice on social policy experimentation, at the request of the Commission (4.2.3).

##### ***4.2.1. The creation of a community of stakeholders, supported by dedicated web content***

The contractor is expected to be proactive in the search for potentially interested persons, in order to raise awareness and build capacities on social policy experimentation through the largest possible number of PROGRESS participating countries.

---

<sup>13</sup> In line with the Commission's recommendation on evaluation, see [http://ec.europa.eu/dgs/secretariat\\_general/evaluation/index\\_en.htm](http://ec.europa.eu/dgs/secretariat_general/evaluation/index_en.htm)

The target audience should be made of policy makers, staff of national, regional and local administrations, evaluation experts, academics, social partners and other persons involved in the design, the implementation and the evaluation of social and employment policies.

The contractor will create and manage web content on social policy experimentation. This content will be integrated in a section of DG EMPL's Europa website (<http://ec.europa.eu/social>) and should become the reference in Europe and support a growing community on social policy experimentation. The contractor should come forward with a strategy explaining how he will achieve these objectives.

This section will, among others, disseminate information on social policy experimentation, its use in the European Union and the activities and tools developed in the framework of this contract. It should include examples of social policy experiments implemented in the EU, learning material, information on coming events, relevant links and a contact point to request tailor-made advice as described under 4.2.3.

The contractor will be requested to

- Draft, proofread and edit the content in EN, FR and DE;
- Translate any new navigation labels into all 23 official languages + Croatian (requirement of DG EMPL's content management system);
- Manage the section's content and perform the necessary updates;
- Ensure quality, accuracy, accessibility and usability of the content, following the EC's rules on the Information Provider's Guide, and the conventions established in the Interinstitutional Style Guide for all EU institutions and bodies;
- Regularly check and update links to relevant national and EU websites;
- Collect information, edit and propose examples of good practices of social policy experimentation in the EU, according to pre-defined criteria by the contractor and DG EMPL, to be approved by DG EMPL and published online in the relevant section by the contractor;
- Propose any interactive tools, taking into account the services centrally available in the EC, that might enhance the involvement and participation of interested audiences. The contractor should present an implementation / maintenance plan and justification on how these tools can reach such audiences with a positive impact and adequate use of resources.

Technical maintenance will be provided by DG EMPL's Web Team. Access to DG EMPL's content management system will be provided to the contractor. This access will be limited to the relevant webpages only.

*Deliverables:*

- *Creation, management, update of web content on social policy experimentation;*
- *Building of a community of stakeholders.*



#### **4.2.2. The production of communication and training tools**

In order to raise awareness on the usefulness of social policy experimentation and build capacities in the Member States on this particular technique, the contractor shall design and organise a set of on-line training modules plus face-to-face training sessions (maximum 3 days for face-to-face training sessions) on social policy experimentation for persons willing to embark in a social policy experiment as well as other communication tools.

##### **4.2.2.1 Training Modules**

###### **i. Content**

- The training should be practice-oriented and give detailed information for the selection, the design, the implementation and the evaluation of social policy experiments in order to allow the participants to engage in social policy experimentation. Randomisation techniques should for instance be presented and ethical issues in line with the involvement of persons in social policy experiments should be raised.
- The contractor should propose a range of teaching methods to meet the specific requirements and the objectives of the training courses organised. However, it should be borne in mind that the methods proposed allow the broadest possible participation and guarantee the active involvement of the target group for which the training is intended. For these reasons the contractor will pay particular attention to the creation of on-line training modules and other electronic interactive learning tools that will be constantly available for the entire virtual community.
- Wherever appropriate, it should be envisaged to plan practical exercises and activities directly related to the participants' work and/or to include relevant case studies from EU countries, to ensure that they can actually apply what they have learnt in their actual working environment.
- The training module will be the property of the European Commission. The bidder is asked to provide a first draft with his bid and to finalise the module within two months after the signature of the contract.

###### **ii. Organisation**

- For each training organised, the contractor will conduct a preliminary analysis of the participants' specific needs and expectations in order to adapt the training module to the trainees.
- The training documents for the participants will include: the detailed training programme, the learning objectives, the training supports, bibliographies and evaluation sheets. This material must be provided in the language of the training both in electronic form to the participants and the Commission services and in paper support to the participants. All documents will be the property of the Commission. The contractor's acronym may appear only in conjunction with that of the Commission.
- The contractor will:

- Organise at least 10 training sessions in at least 8 PROGRESS participating countries, representing different social protection systems, with at least 15 people per session;
- Select and book appropriate training facilities;
- Book hotel accommodation for participants and trainers if needed;
- Book meals;
- Arrange interpretation if required;
- Prepare hand-outs in adequate number and any other relevant material;
- Arrange recording facilities to upload the training session on-line.

iii. Places of implementation

The trainings should take place on site.

iv. Working languages

The training language will be the official language of the country (or the region) where the training takes place. This factor can be quite important when preparing, designing and running the proposed training courses. When required, interpretation will also be provided in the mother tongue of the participants.

*Deliverables:*

- *Production of on-line training modules and other electronic interactive learning tools on social policy experimentation;*
- *Production of face-to-face training modules on social policy experimentation;*
- *Organisation of at least 10 training sessions in at least 8 PROGRESS participating countries, representing different social protection systems, with at least 15 people per session.*

#### **4.2.2.2 Other communication and information tools**

The contractor should also provide following tools:

- The design (concept, tools) of a half-a-day information module in English on social policy experimentation for policy makers and administrative staff involved in the design, the implementation and the evaluation of social and employment policies. The information module should give basic information on social policy experimentation to policy makers, practitioners, researchers and other relevant professionals who are not familiar with this methodology. This information module will be the property of the European Commission. Bidders are asked to provide a first draft of this module, which should be finalised within two months after the signature of the contract.

Basic information on social policy experimentation includes answers to questions such as: what is a social policy experiment? Why and under which conditions is it useful? What are the differences and synergies between social policy experimentation and other impact

evaluation methodologies, and in what cases are either applicable and/or recommendable?  
What are the main steps to implement a social policy experiment?

- The organisation of at least 12 half-a-day information sessions on social policy experimentation, in the official language of the country (or the region) where the information session takes place, in at least 8 PROGRESS participating countries, representing different social protection systems. These information sessions should not take place in the same cities as the training sessions.
- The drafting of a Guide on social policy experimentation, in 23 EU languages + Croatian, explaining the methodology, giving examples, including questions and answers and relevant links.
- The design and implementation of other communication tools in English on social policy experimentation for researchers and political and administrative staff involved in the design, the implementation and the evaluation of social policies. The contractor is expected to actively assist the Commission by coming forward with proposals of activities and potential host countries.

*Deliverables:*

- *The design of half-a-day information module on social policy experimentation;*
- *The organisation of 12 half-a-day information sessions, in at least 8 PROGRESS participating countries, representing different social protection systems;*
- *The drafting of a Guide on Social Policy Experimentation of around 100 pages in 23 EU languages + Croatian;*
- *The production of other communication tools in English (newsletters, thematic guides,...).*

#### **4.2.3 The provision of tailor-made advice on social policy experimentation, at the request of the Commission**

Methodological issues can arise when designing, implementing and evaluating a social policy experiment. The contractor should support the Commission in providing tailor-made advice on social policy experimentation for organisations /public authorities /evaluation experts willing to design / implement / evaluate a social policy experiment.

Interested organisations should ask the Commission for this advice through the subsite on social policy experimentation. The advice will be delivered with the support of the contractor if the Commission approves the request. This tailor-made advice should provide concrete case-by-case support for the selection, design, implementation and evaluation of social policy experiments, on the spot if necessary. The contractor should organise at least 100 days for tailor-made advice and cover the largest possible number of Member States. The contractor is required to actively advertise about this possibility.

*Deliverables:*

- *At least 100 days for tailor-made advice on the selection, design, implementation and evaluation of social policy experiments.*

### 4.3. Guide and details of how the tasks are to be carried out

The PROGRESS Programme aims to promote gender mainstreaming in all its five policy sections and commissioned or supported 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 respects the gender balance at all levels.

Equally, needs of disabled people shall be duly acknowledged and met while executing the requested service. The Contractor should ensure in particular that where s/he 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.

## 5. Time schedule and reporting

See Article I.2. of the contract.

Additional requirements (specific deadlines for the performance of tasks):

The work must be completed within a maximum of **12 months** from the date on which the contract is signed. It may be renewed 2 times.

### 5.1. Reporting

One month after the signature of the contract, the contractor is requested to provide an inception report, explaining in details how he will organise the requested services.

After each training session, the contractor will provide the Commission with a short (minimum 5 pages long) evaluation of the event describing the content of the training, the number and qualification of participants, the issues raised and possible improvements. The participants will be asked to fill in an appropriate evaluation questionnaire at the end of the training.

An overview of tailor-made advices requested and received will be provided, and regularly updated, on the dedicated website.

An interim report is requested 6 months after the signature of the contract and a final report within 60 days after the last activity. The reports should describe the services provided and the results achieved for the implementation of the contract. They will indicate in particular:

- The services provided: dates, content and number of training courses, information sessions and tailor-made advice organised, number of participants; description of the website, other communication tools and the communication strategy; the extent of the community.

- A relevant invoice and financial summary table of the services.

The reports are expected to be in English.

## 5.2. PROGRESS reporting requirements

PROGRESS is implemented through a results-based management (RBM). The Strategic Framework, developed in collaboration with the Member States, social partners 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/service order/. 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.

## 5.3. Publication 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 Union 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 Programme for Employment and Social Solidarity - PROGRESS (2007-2013).*

*This programme is implemented by the European Commission. It was established to financially support the implementation of the objectives of the European Union in the employment, social affairs and equal opportunities area, and thereby contribute to the achievement of the Europe 2020 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.*

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.

## 6. 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.

The **maximum** amount available for this contract is € **450.000**. It may be renewed 2 times.

The **maximum** contract price, possible renewals included, is € **1.350.000** with a maximum annual budget of € **450.000**.

Bidders should note that any bids exceeding either of these limits will not be considered.

### • Professional fees and other 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 (including travel and subsistence expenses) and administrative expenditure.

These include

- Direct costs include
  - Costs for access and use of statistical data, if any;
  - Costs of development of the face-to-face and the on-line training modules, the information session module and other electronic interactive learning tools;
  - Costs of development and publication of the Guide on social policy experimentation and other communication tools;
- Other direct costs
  - Reporting expenses;
  - Translation and printing expenses;

## 7. Calculation of amounts due under the present procurement

- Fees

Initial calculation based on unit price(s) per w.d. of expert(s) depending on the level of qualification of the expert(s) executing the mission. The unit price(s) is (are) expected to cover the expert(s) fees, the contractor's administrative expenses, as well as the costs of producing the contractual number of copies of the required report(s) in the required format(s), but does not include the reimbursable expenses defined below.

N.B. Duration of the services: This includes, besides the time necessary for the carrying out of the services themselves, the necessary time for preparatory work, trips and travelling back and forth between the offices of the Contractor and/or the expert(s) and the places where the services are being carried out and for meetings with the services of the Commission, as well as time for the preparation of reports and output documents related to the work.

It is recommended to present the detailed offer according to the following model:

### *Breakdown of prices*

Description	Unit price in EUR	Max. No of units	Unit type	Sub-total per item EUR	Total amounts in EUR
Experts' fees (to be specified for each specific task)  Details	0.00	0	w.d.	0.00	0.00
Other costs (to be specified)  Details	0.00	0	Unit	0.00	0.00
<b>Total amount</b> (art. I.3.1.) of the contract					<b>0.00</b>

### **Payments and standard contract**

In drawing up the bid, the tenderer should take into account the provisions of the standard contract comprising the "General terms and conditions applicable to service contracts".

See Article I.4.2 and I.4.3 of the draft contract.

## **Administrative part**

### **8. 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.

## 9. 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 contract<sup>14</sup>. 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 point 10 and 11 must be supplied by every member of the grouping.

Each member of the grouping assumes a joint and several liability towards the Commission.

## 10. 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:

"Article 93:

*1. Applicants or tenderers shall be excluded if:*

*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;*

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

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

*d) 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;*

*e) 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;*

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

---

<sup>14</sup> 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 94 :

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

*a) are subject to a conflict of interest;*

*b) 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.*

*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.

## **11. Selection criteria**

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

### ***11.1. Financial and economic capacity***

Tenderers must provide sufficient information to satisfy the Commission of their financial standing and more particularly that they have the necessary resources and financial means to carry out the work that is the subject of the tender and that the tenderer is viable for the duration of the contract.

The following documents should be provided:

- A full set of financial statements and accounts - balance sheet and profit-and-loss account for the past two years.
- a statement of total turnover. The average annual turnover of the tenderer over the past two financial years must exceed € 450.000.

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.

### ***11.2. Technical capacity***

Tenderers must provide sufficient information to satisfy the Commission of their technical capacity to carry out the work that is the subject of the tender.

The following documents should be provided:

- a statement of turnover relating to services similar to those covered by this call for tenders, by providing the list, description and value of specific projects implemented by the tenderer during the past three financial years.
- Details of educational and professional qualifications (CVs) of the project team.

The team's lead expert should be at least a Level II expert, as outlined in point 13;

The members of the team should be at least Level III experts, as outlined in point 13.

The team should consist of staff with substantial competences and experiences in the following areas:

- A high level of expertise on social policy experimentation;
- A high level of expertise in trainings;
- A strong work experience with policy makers;
- Good organisational, coordination and communication skills and the ability to work on a transnational level.

The members of the team should have a very good command of English.

Means of proof required:

- Details of educational and professional qualifications (CVs) of the project director and the other members of the core team, including relevant publications and/or studies carried out.
- Signed and dated firm commitments of involvement in the project from the experts of the core team;
- A list of the works carried out by the project director and the lead expert.

N.B. CVs should not exceed 3 pages.

## **12. Award criteria**

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

Quality and consistency of the tender (max. 40 %)

- a. The degree of understanding of the nature of the assignment, its context and results to be achieved (max. 20%).
- b. The quality and appropriateness of the strategy proposed for the implementation of the project (max. 20%).

Technical value of the bid and the proposed methodological approach (max. 60 %)

- c. The value-added of the work programme, including actions proposed to organise training and information sessions and tailor-made advice for the widest possible audience (max. 30%).
- d. Type of method provided to create the widest possible community of stakeholders, based on the communication strategy and the reference webcontent (max. 30%).

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.

## **13. Content and presentation of bids**

### **Content of bids**

Tenders must include:

- A presentation letter duly signed by the legal representative;
- all information and documents necessary to enable the Commission to appraise the bid on the basis of the selection and award criteria (see points 11 and 12 above);
- a bank ID form duly completed and signed by the bank;
- a "legal entity" form duly completed;

- the price;
- 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;
- the detailed CVs of the proposed experts;
- list of experts assigned, classified by level of expertise according following criteria:

<b>Level of qualification I</b>
<i>Highly qualified expert having assumed important responsibilities in his/her profession, recruited for his/her management/supervisory, thought and creativity skills as regards professional practise. He/she must have at least 15 years professional experience of which at least 7 must be connected with the professional sector concerned and the type of tasks to be performed.</i>
<b>Level of qualification II</b>
<i>Highly qualified expert having assumed responsibilities in his/her profession, recruited for his/her management/supervisory, thought and creativity skills as regards professional practise. He/she must have at least 10 years professional experience of which at least 4 must be connected with the professional sector concerned and the type of tasks to be performed.</i>
<b>Level of qualification III</b>
<i>Certified expert having received a high-level training in his/her profession, recruited for his/her thought and creativity skills as regards professional practise. He/she must have at least 5 years professional experience of which at least 2 must be connected with the professional sector concerned and the type of tasks to be performed.</i>
<b>Level of qualification IV</b>
<i>Junior expert, newcomer to the profession but holding a university degree or equivalent training related to the professional sector concerned and the type of tasks to be performed.</i>

### **Presentation of bids**

Bids must be submitted in triplicate (i.e. one original and two copies) and must be valid for 6 months after submission.

They must include all the information required by the Commission (see points 7, 9, 10 and 11 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.

---

## QUERIES

Queries concerning this call for tender should be addressed, quoting reference 'VT/2012/081' to:  
[EMPL-VT-2012-081@ec.europa.eu](mailto:EMPL-VT-2012-081@ec.europa.eu).