



EUROPEAN COMMISSION

DIRECTORATE-GENERAL FOR EDUCATION AND CULTURE

Youth and sport; Erasmus+

Sport; Erasmus+

CALL FOR TENDERS

Open procedure N° EAC/18/2014

**STUDY ON THE MINIMUM QUALITY REQUIREMENTS FOR
DUAL CAREER SERVICES**

TENDER SPECIFICATIONS

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1. INFORMATION ON TENDERING

Participation

Participation in this tender procedure is open on equal terms to all natural and legal persons coming within the scope of the Treaties and to all natural and legal persons in a third country which has a special agreement with the Union in the field of public procurement on the conditions laid down in that agreement. Where the Multilateral Agreement on Government Procurement¹ concluded within the WTO applies, the participation to the call for tender is also open to nationals of the countries that have ratified this Agreement, on the conditions it lays down.

Contractual conditions

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

Joint tenders

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

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

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

Subcontracting

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

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

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

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

¹ See http://www.wto.org/english/tratop_E/gproc_e/gp_gpa_e.htm

Content of the tender

The tenders must be presented as follows:

Identification of the tenderer (see below)

Evidence for exclusion criteria (see section 2.2)

Evidence for selection criteria (see section 2.3)

Technical offer (see section 2.5)

Financial offer (see section 2.6)

Identification of the tenderer: legal capacity and status

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

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

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

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

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

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

Tenderers that are already registered in the Contracting Authority's accounting system (i.e. they have already been direct contractors) must provide the form but are not obliged to provide the supporting evidence where such evidence has already been submitted to it for the purposes of another procurement procedure and provided that the issuing date of the documents does not exceed one year and that they are still valid.

The tenderer (or the single point of contact in case of joint tender) must provide a Financial Identification Form and supporting documents. Only one form per offer should be submitted (no form is needed for subcontractors and other joint tenderers). The form is available on: http://ec.europa.eu/budget/contracts_grants/info_contracts/index_en.cfm

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

- For legal persons, a legible copy of the notice of appointment of the persons authorised to represent the tenderer in dealings with third parties and in legal proceedings, or a copy of the publication of such appointment if the legislation which applies to the legal entity concerned requires such publication. Any delegation of this authorisation to another representative not indicated in the official appointment must be evidenced.

- For natural persons, where applicable, a proof of registration on a professional or trade register or any other official document showing the registration number.

2. EVALUATION AND AWARD

2.1. Evaluation steps

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

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

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

2.2. Exclusion criteria

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

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

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

2.3. Selection criteria

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

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

The tenderer may rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the Contracting Authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal.

2.3.1. Economic and financial capacity criteria and evidence

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

- Annual turnover of the last two financial years above €400.000

The analysis of the financial capacity will be performed by the Contracting Authority based on the following methodology: http://ec.europa.eu/dgs/education_culture/calls/evaluation-procurements_en.htm.

The following evidence should be provided:

Contracts <= EUR 60 000

- declaration on honour stating that the tenderer has the financial capacity to carry out the work subject to this call for tender (see annex 1 of the methodology mentioned above).

Contracts > EUR 60 000

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

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

2.3.2. Technical and professional capacity criteria and evidence

a. Criteria relating to tenderers

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

- The tenderer must prove experience and knowledge in the field of dual careers of athletes and related fields throughout Europe, including implemented projects, studies, academic research etc., with at least two projects carried out in this field in the last three years by providing relevant copies.
- The tenderer must prove experience of working in English, including the capacity to draft reports, with at least two reports published by the tenderer in the last three years by providing relevant copies.
- The tenderer must prove experience in data collection and drafting reports and recommendations, with at least two such outputs from different projects by providing relevant copies.

b. Criteria relating to the team delivering the service:

The contract shall be supervised by a senior manager with proven expertise in team coordination and leadership. The team must consist of experts with proven expertise in collecting and analysing information and data preferably in the fields of sport and education, and/or dual careers of athletes. The team must also have technical expertise and the ability to prepare analyses and to develop and design implementation models. The team must be familiar with the EU policy context for sport and the sport sector more in general. The tenderer remains free to propose any allocation of resources which it believes will best achieve the desired results.

The team delivering the service should include, as a minimum, the following profiles:

Senior manager - team leader: Proven experience in motivating and leading teams, in supervising European studies, in developing concepts and in delivering timely outputs designed for policy makers. Excellent project planning, organisation and management skills. Excellent oral and written communication skills, including an excellent command of the English language. Other assets: creativity and "out of the box" thinking. At least 10 years' experience, preferably including an academic record at university level (e.g. university degree in international or European management or equivalent). Solid experience in conducting similar studies, preferably in a European setting. Proven experience in (sport-related) research or evaluations.

Project Manager: At least 7 years of experience in project management, including overseeing project delivery, quality control of delivered service, client orientation and conflict resolution experience in project of a similar size and coverage (geographical scope at least half of the one subject to this call for tender), with experience in management of a team of at least 10 people.

Language quality check: at least 1 member of the team should have native-level language skills in English or equivalent, as guaranteed by a certificate or past relevant experience.

Policy analyst: expertise in analysing national and EU sport policies and instruments. Excellent project management skills. Excellent oral and written communication skills, including a very good command of the English language. Excellent survey, questionnaire and structured interview design skills. University degree. Minimum 5 years' professional experience with at least one year of international or EU topics. Experience preferably related to the field of sport and education and/or dual careers of athletes.

Other expert: expertise in sport and education policies at national and transnational levels, including with regard to policies and projects relevant for this study. University degree and minimum 3 years' professional experience.

Team for data collection: collectively a team of minimum two people should have knowledge of five EU languages (or more is an advantage as data will have to be collected in different EU Member States) and proven experience of 5 years in data collection techniques.

c. Evidence:

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

- List of relevant services provided (including implemented projects and studies) in the past three years, with sums, dates and recipients, public or private. The most important services shall be accompanied by certificates of satisfactory execution, specifying that they have been carried out in a professional manner and have been fully completed;
- The educational and professional qualifications of the persons who will provide the service for this tender (CVs) including the management staff. Each CV provided should indicate the intended function in the delivery of the service.

2.4. Award criteria

The tender will be awarded according to the best-value-for -money procedure. The quality of the tender will be evaluated based on the following criteria. The maximum total quality score is 100 points.

- **Quality of the proposed methodology** (50 points – minimum threshold 50%)

This criterion shall be evaluated based on the relevance and quality of the methodology provided by the tenderer, who describes how it envisages achieving the final outputs and deliverables defined in point 3 in line with the objectives therein. The tenderer shall cover the following: clear and realistic timeline, the clarity, completeness and quality of the work programme. The tenderer has to describe the methodological approach, collection techniques, data analysis techniques and the identification and quality of sources proposed as the basis for the research. The contractor shall also include the risk assessment and describe the existence and relevance of quality control measures to ensure that the final outputs and deliverables are of high quality, completed on time and budget.

- **Organisation of the work** (30 points – minimum threshold 50%)

This criterion will assess how the roles and responsibilities of the proposed team and of the economic operators (in case of joint tenders, including subcontractors if applicable) are distributed for each task. It also assesses the global allocation of time and resources to the project and to each task or deliverable, and whether this allocation is adequate for the work. The tender should provide details on the allocation of time and resources and the rationale behind the choice of this allocation.

- **Quality control measures** (20 points – minimum threshold 50%)

This criterion will assess the quality control system applied to the service foreseen in this tender specification concerning the quality of the deliverables, the language quality check, and continuity of the service in case of absence of the member of the team. The quality system should be detailed in the tender and specific to the tasks at hand; a generic quality system will result in a low score.

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

After evaluation of the quality of the tender, the tenders are ranked using the formula below to determine the tender offering best value for money. A weight of 60/40 is given to quality and price.

Score for tender X =

= (cheapest price / price of tender X * price weighting) + (total quality score for all award criteria of tender X / 100) * (quality criteria weighting)

2.5. Technical offer

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

2.6. Financial offer

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

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

The quoted price must be a fixed amount which includes all charges (including travel and subsistence). Travel and subsistence expenses are not refundable separately.

3. TECHNICAL SPECIFICATIONS

General background

Community engagement with the dual career of athletes started already in 2004, in connection with the European Year of Education through Sport. The Council, the European Parliament, the Economic and Social Committee, the Committee and the Regions as well as the sporting movement and educational institutes in Europe have, over the last decade, showed a continued interest in the issue. The Commission has taken note of these interests, first in the White Paper on Sport and then in its Communication on the Development of the European Dimension in Sport², especially regarding the conditions of athletes, the risks posed to education, the activities of networks engaged in dual careers of athletes, as well as the need for dual career services.

Article 165 of the Treaty on the Functioning of the European Union (TFEU) gives the EU a competence to develop the European dimension in sport. While the "Union shall contribute to the promotion of European sporting issues, while taking account of the specific nature of sport, its structures based on voluntary activity and its social and educational function" (Article 165 (1)), it should pay special attention to "developing the European dimension in sport, by [...] protecting the physical and moral integrity of sportsmen and sportswomen, especially the youngest sportsmen and sportswomen" (Article 165 (2)). While the adoption of binding measures, including harmonisation, is specifically ruled out, there is a need for exchange of information and good practice.

In January 2011, the Commission submitted proposals on how the new EU competence on sport, as granted by the Lisbon Treaty, could be used. In the Communication "Developing the European Dimension in Sport", the Commission underscored the importance of dual careers of athletes. Following the European Council's call in 2008 to address the question of "dual careers", the Commission emphasises the importance of ensuring that young high-level athletes are offered quality education in parallel to their sport training. Young athletes, in particular those coming from third countries to train and compete in Europe, face multiple risks linked to their vulnerability. The quality of sport training centres and their staff should be sufficiently high in order to safeguard the athletes' moral and educational development and professional interests.

In response to the Commission's Communication, the Council adopted a "Resolution of the Council and of the Representatives of the Governments of the Member States, meeting within the Council, on a European Union Work Plan for Sport for 2011-2014."³ As part of the Work Plan, the Council defined the dual careers of athletes as one out of six priorities intended to guide its work in the field of sport until 2014.

Working on the mandate of the Council the EU Expert Group on Education and Training in Sport developed EU Guidelines on Dual Careers of Athletes⁴ which were approved on

² <http://bookshop.europa.eu/en/communication-on-sport-2011--pbNC3111173/>

³ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2011:162:0001:0005:EN:PDF>

⁴ <http://bookshop.europa.eu/en/eu-guidelines-on-dual-careers-of-athletes-pbNC0213243/?CatalogCategoryID=CdcKABstHUGAAAEjBJEY4e5L>

28 September 2012. The guidelines on dual careers for athletes invite MS and stakeholders in sport at national level and the EU to improve the opportunities for the combination of study or work and sport career of athletes across the EU. Such opportunities should be part of national guidelines and/or a policy or legal framework, to guarantee equal opportunities for all athletes, including athletes with a disability, which are recognised as a talented or elite athlete by a national sport organisation and/or government. The guidelines respect the diversity of sport policy and education systems in the MS and are taking note of existing projects programmes and developments in the field of dual careers. The guidelines are not limited to an invitation to MS, sport stakeholders to support solid dual career arrangements on a national level. There is also a clear recognition of the European dimension of dual career arrangements, as talented and elite athletes are often abroad for long training stages (winter sports) and for competitions and events (Youth Olympic Games, championships in different age categories) and more and more at a younger age. International arrangements demand cooperation between sport organisations, educational institutes, national training centres and supporting services on an international level. In the guidelines specific attention has been asked for quality control and a Quality Framework. The European Commission was called upon to support the development of a European quality framework for dual career services and facilities in collaboration with the representative bodies in this field (Guideline 31).

Based on the EU guidelines on Dual Careers of Athletes, the Council adopted Conclusions on dual careers of athletes on 17 May 2013⁵, wherein it calls upon EU Member States (EU MS) and the Commission to take various types of action within their respective fields of competence; such as to develop a policy framework and/or national guidelines for dual careers involving key stakeholders on the basis of the principles contained in the EU Guidelines on Dual Careers of Athletes; to promote the use of quality standards in sport academies and high performance training centres for example with regard to dual careers staff, safety and security arrangements and transparency about the rights of athletes; to consider the benefits of putting in place a quality accreditation system at national level for dual careers services within training centres, sport schools, sport academies, sport clubs, sport federations and/or Universities.

The European Commission has been invited to several actions such as looking at ways to measure the implementation of policy actions in the field of dual careers across the EU, which can be used by EU MS on a voluntary basis; to provide support to dual careers networks, which bring together stakeholders to allow for the exchange of information and best practice at EU level; to support a monitoring system and/or research based on the international dimension of dual career programmes, including the effectiveness of measures and supporting services in the EU MS and to support the development of a set of minimum quality requirements at European level in cooperation with stakeholders in this field, which could function as a reference point for national dual career services and facilities, providing transparency and guarantees on quality, safety and security for athletes, including athletes abroad.

Sources of inspiration

⁵ http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.C_.2013.168.01.0010.01.ENG

The Commission would welcome bids to this tender which draw from work previously done at EU level.

The study "Education of young sportspersons" by PMP in partnership with the Institute of Sport and Leisure Policy of the Loughborough University (August 2004) provided for the first time a European overview regarding special education systems and dual career services for talented and elite athletes. The research comprised three stages. Stages 1 and 2 involved the research partners in gathering research data on the situation in each EU MS. Stage 1 gathered basic information about sport in education and athlete support. Stage 2 research involved more detailed work on specific policy initiatives/programmes and quantitative and qualitative evaluations of particular schemes or case studies. Stage 3 primary research covered each of the five key research questions that formed the basis of the stage 1 research. The methodology consisted primarily of qualitative in-depth interviews with relevant organisations and personnel in four comparative EU MS - the UK, France, Germany and Poland.

As a follow up of the PMP study a second study was funded by the European Commission. The study on "The training of young sportsmen and sportswomen in Europe" by Kaj Ineum provided three main reports focussing on different aspects of the dual career of athletes. The first report described the different mechanisms and systems for the training of young athletes. The second report focused on quality criteria related to the youth elite sports training systems and the third report on National and European legal and political frameworks preserving and promoting the training of young athletes.

The second report entitled "Identification, evaluation and comparison of the quality criteria" of September 2007 is of importance as source of inspiration for this Call for Tender. This report consists in a review of quality criteria related to the legal and political frameworks, to the specific measures taken by the sports organisations and to the own standards of training centres. In a follow up report with recommendations (June 2009) the contractors of the study suggested that it may be highly interesting to create, on a voluntary basis, a European label for training centres. Creating a label for training centres would be an efficient tool in order to promote several practices regarding athletes' services as well as medical surveillance or combination between sports practice and academic education. The label would aim at recognizing the efforts realised by some training centres to fulfil some minimum requirements. The expert group developing the guidelines on Dual Career for Athletes has taken this suggestion on board which now need further analysis to be worked out in detail afterwards.

The Commission (DG Education and Culture, Sport Unit) has tested a wide range of topics for possible inclusion into a future sport funding stream as part of the Multi-Annual Financial Framework (MFF) of the EU 2014-2020. The instrument used was that of Preparatory Actions: adopted only for a year at a time, with shifting priorities allowing the Commission to test as many different topics as possible and draw the necessary conclusions in view of future policy proposals. In 2009, one of the priorities included in that year's call for proposals was sport and education with a focus on dual careers for athletes. Four projects were selected, representing three types of cooperation with different organisations in the lead. All four network projects were presented to the Group of Experts and the Group of Experts developing Guidelines on Dual Career of Athletes was able to capitalise on their achievements.

Geographical coverage

Geographical area to be covered: all 28 EU Member States.

Target groups

Key target groups for the dissemination of the study are: sport governing bodies in Europe (ministries, committees, councils) responsible for education, educational institutes and sport organisations.

Objectives

The objectives of this Contract are as follows:

- develop a set of minimum quality requirements at European level, which could function as a reference point for national dual career services and facilities;
- provide a model of a Quality Framework, providing transparency and guarantees on quality, safety and security for athletes, taking into account a quality label and/or accreditation system for facilities and dual career services at national and European levels.

This includes:

- Description and analysis of existing external and internal quality control mechanisms and approaches in all EU MS related to:
 - o the whole dual career system and structures and the talent identification systems of national sport governing bodies and to show how these findings differ from one EU MS to another.
 - o the (high performance) training centres and (sport) academies (including youth academies of professional clubs), the sports facilities for training of athletes, the (special) schools, academic and vocational education and training institutes with dual career arrangements, specific enterprises in the labour market offering athletes dual career facilities in a systematic way, and to show how these findings differ from one country to another.
 - o the dual career service organisations and agencies supporting athletes (counselling, advice etc) and to show how these findings differ from one country to another.
- Listed concrete quality indicators for the different levels of quality control be developed, based on the findings of the mapping and desk research. Within this objective specific attention is required for the safeguarding of the development and the rights of athletes, including athletes in early specialisation sports and their parents, athletes from abroad, and the position of athletes active in the labour market.
- Minimum requirements on the different quality indicators to be developed regarding the cluster of (high performance) training centres and (sport) academies (including youth academies of professional clubs), the sports facilities for training of athletes, the (special) schools, academic and vocational education and training institutes with dual career arrangements, specific enterprises in the labour market offering athletes dual career facilities and the cluster of dual career service organisations and agencies supporting athletes (counselling, advice etc), in close cooperation with the stakeholders
- A Quality Framework of minimum requirements on European level to be developed in collaboration with the representative bodies in this field, so that dual career services, facilities and institutes with dual career arrangements could make reference to these requirements formulated at European level, bearing in mind the distribution of powers,

roles and resources between the EU, Member States, the sport movement and other potentially relevant actors.

- Analysis of the feasibility of the introduction of a European model of Quality framework, including a possible quality label and/or accreditation system for duals career services and specific facilities, based on a quality framework of minimum quality requirements at European level, which functions on a voluntary basis as a reference point for all facilities and services. Such a framework should include a monitoring system, accompanied by a road map for implementation, taking in account the quality assurance systems and good practice in related fields.
- Proposals and recommendations regarding quality assurance in dual careers of athletes be developed to the extent that these could usefully be promoted via initiatives taken at EU level, bearing in mind the distribution of powers, roles and resources between the EU, Member States, the sport movement and other potentially relevant actors.
- Possible set-up of a network of correspondents in all 28 EU MS with sufficient expertise to assist the researchers in their tasks as set out under the specific objectives, with expertise in the field of sport, quality assurance and dual career arrangements from governmental and non-governmental sport stakeholders.

Tasks

- 1) Management/Reports: The contractor will form and direct a team/consortium of experts possessing the academic, managerial and technical expertise needed to cater for all the matters examined. He will deliver, within the timeframe specified, the intermediate and final progress reports and submit these reports to the Commission.
- 2) Mapping exercise: The study will map the main quality assurance systems for dual careers arrangements for athletes through relevant experts, networks or organisations active in the field of sport at international or EU level (e.g. European or international sport federations, EOC, ENGSO, European organisation for High Performance Training Centers) and at national level. The mapping exercise should result in an overview of priority indicators for quality assurance measures and the preferred types of quality assurance (external, internal, in the framework of institutional cooperation etc.).
- 3) Analysis: the main obstacles and barriers for setting up and implementing quality assurance systems for dual career systems, facilities and services in existing dual careers programmes and measures will be analysed. If deemed appropriate, information will be acquired through other suitable means (e.g. surveys, questionnaires, interviews, field research). The contractor must state the precise sources used.
- 4) Description: the contractor will provide a detailed description of the minimum quality requirements for dual careers arrangements for athletes and how to monitor these requirements at national and European levels. He will in a second step identify possible models at EU level (and if necessary in EU MS) for implementing a possible qualification framework and an estimate of possible resource and budgetary implications.
- 5) Workshop: The contractor will organise a workshop in Brussels gathering experts and policy makers from the national and the EU level to discuss the feasibility of a quality framework with minimum quality requirements and the preliminary outcomes of the study. The minutes will be prepared by the contractor.

- 6) Recommendations: Based on the above findings, the contractor will list and establish a ranking of options for the establishment of sport mobility measures to support policy making in the EU, with regard to benefits, policy-relevance, cost-efficiency considerations and possible constraints/limits. A concrete set of recommendations will be formulated, incl. a timeline for possible implementation and in full respect of the EU policy context for sport.

The final data and information derived from the above mentioned tasks should be submitted into a comprehensive database, preferably using a country-by-country fact-sheet system. All structural findings and key reference texts (especially legal texts), should be made available in the original language of the EU MS concerned, as well as in English translation. The approval of the draft texts by the Commission should be foreseen.

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

All studies produced for the European Commission and Executive Agencies shall conform to the corporate visual identity of the European Commission by applying the graphic rules set out in the European Commission's Visual Identity Manual, including its logo⁶.

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

For full details on Commission policy on accessibility for information providers, see: http://ec.europa.eu/ipg/standards/accessibility/index_en.htm

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

4.1. Content

4.1.1. Intermediate progress report and final progress report

The intermediate progress report shall be submitted in English within 5 months after the entry into force of the Contract. It should entail comprehensive information on the progress so far and activities pursued with a view to achieving the outcomes set out above. The report shall include at least:

- the mapping exercise,
- a proposal for the structure of the analysis and the description;

⁶ The Visual Identity Manual of the European Commission is available upon request. Requests should be made to the following e-mail address: comm-visual-identity@ec.europa.eu

- if applicable, point out unforeseen difficulties and propose solutions.

The final progress report shall be submitted in English within 9 months after the entry into force of the Contract. It will be submitted in 5 copies. Annexes to the final progress report may be submitted in another language but in that case must be accompanied by a one page English summary. The final progress report shall include at least the following:

- an abstract of no more than 200 words and an executive summary of maximum 6 pages in English, French and German;
- the main study outcomes (mapping, the analysis and description) and the recommendations;
- the minutes from the workshop;
- a high-quality Power-Point Presentation in English suitable for presentation to the general public;
- a structured list of data sources;
- a structured list of organisations, public or private, consulted for the purpose of the study;
- the following standard disclaimer:

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

- preliminary pages containing the specific identifiers shall be incorporated on the cover pages provided by the Contracting Authority.

4.1.2. Publishable executive summary

The publishable executive summary shall be provided in English, French and German and shall include:

- the following standard disclaimer:

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

- preliminary pages containing the specific identifiers shall be incorporated on the cover pages provided by the Contracting Authority.

4.2. Graphic requirements

Standard WORD template

For graphic requirements please refer to the template provided in the annex 6. The cover page shall be filled in by the contractor in accordance with the instructions provided in the template. For further details you may also contact comm-visual-identity@ec.europa.eu.

5. ANNEXES

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

Annex 1	:	Tenderer Information
Annex 2	:	Declaration on Honour
Annex 3	:	Economic & Financial Capacity
Annex 4	:	Price
Annex 5	:	Draft Contract
Annex 6	:	Standard study template