

**COMMUNITY ACTION PROGRAMME TO COMBAT SOCIAL EXCLUSION**

**CALL FOR TENDERS**

**«Regional Indicators to reflect social exclusion and poverty»**

Number VT/2003/43

**Period of Performance: 01.12.2003 – 30.11.2004**  
*(Annual contract)*

**Budget Line B3-4105**

**TERM OF REFERENCE**

## 1. Background

At the **Lisbon European Council** of March 2000, the Union has set itself a new strategic goal for the next decade: to become the most competitive and dynamic knowledge-based economy in the world, capable of sustainable economic growth, with more and better jobs and greater social cohesion. The European Council agreed to base **social inclusion policies** on an **open method of co-ordination** combining national action plans and a Commission initiative for co-operation.

An essential element of the open method of co-ordination is the Community action programme intended to support the EU policy co-operation.<sup>1</sup> The programme, entered into force on January 2002, with a budget of 75 M € over 5 years (2002-2006), is composed of three strands: 1) improving the understanding of social exclusion and poverty, supported by comparable indicators; 2) organising policy co-operation and mutual learning in the light of the national action plans to combat poverty and social exclusion; 3) developing the capacity of actors to address social exclusion and poverty effectively and to promote innovative approaches, in particular through networking at EU level.

The action programme seeks, inter alia, to improve the understanding of the phenomena of poverty and social exclusion. In this framework, the Programme provides for the development of common methodologies to measure and understand social exclusion and poverty, and on technical work on indicators, as well as for the development of thematic studies, in order to address common issues in connection with policy developments in Member States.

In the light of this, and on the basis of the priorities set out by the Programme Committee on a proposal of the Commission services, it has been decided to launch several calls for tenders.

### Specific context

The identification and adoption of common indicators to monitor progress towards common objectives and encourage mutual learning is a key element in the Open Method of Co-ordination in the area of the fight against social exclusion and poverty. This task has been assigned to the Indicators Sub-Group of the Social Protection Committee, who developed an initial set of indicators of poverty and social exclusion that was endorsed by the Laeken European Council in December 2001.

In the context of the first strand of the action programme, one of the priorities for the work plan 2003 is the development of indicators to supplement and complement those formally adopted at the Laeken European Council.

One priority area identified by the Indicators Sub-Group as needing development is that of the local or regional dimension of social exclusion and poverty.

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

## 2. Purpose of the contract

The aim of the study is to identify the appropriate methodologies and strategies for the development of indicators of social exclusion and poverty at regional level.

Given the likely limited scope for defining monetary poverty indicators at the regional level, attention should probably focus on the non-monetary dimension of social exclusion, e.g. relating to access to essential health services, education, transport, etc. and living and housing conditions, including social participation.

The ultimate goal that this contract is intended to achieve is to assist the development of a more coherent and integrated strategy in relation to the incorporation of the local/regional dimension in the development of Member States' NAPs/incl.

## 3. Tasks to be performed by the contractor

This study will draw on existing methodological research and data in the area of indicators of poverty and social exclusion as well as in the area of regional indicators. It will use, as point of departure, the methodological framework used for the definition of the indicators of social exclusion and poverty endorsed at Laeken. The study needs not be constrained by considerations of data availability, but should also offer a strategy for measuring poverty and social exclusion at the regional level.

The study should cover a representative sample of at least eight different countries (chosen from both the Member States and the Candidate Countries participating in this sub-strand of the Programme <sup>2</sup>) and, within each country, a representative sample of regions at a sufficiently detailed level (for example, NUTS-2 regions).

The contracting party will undertake the following tasks:

- Analyse existing research in the area of measurement of poverty and social exclusion at the regional level;
- Set the framework for analysis by selecting the appropriate regional unit for analysis. The regional unit should either be defined according to administrative or political criteria (i.e., the NUTS2 regions) or according to more functional criteria;
- Examine the statistical capacity at regional level (bodies responsible for data collection, methods used, etc.) and how it relates to statistical capacity at the national level;
- Assess the extent to which indicators of social exclusion and poverty of the type endorsed at Laeken can be applied at the regional level, either using EU-wide or national sources ;

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<sup>2</sup> Twelve of the thirteen candidate countries (the exception is the Czech Republic, which is not taking part in the Action Programme) showed their interest in participating in the thematic studies activities.

- Explore other approaches to define indicators at regional level, which could be more relevant when taking regions as the observation unit. In particular, identify the non-monetary dimensions of deprivation and social exclusion that determine regional deprivation (e.g., issues of access to essential services, education, transport, etc.);
- Analyse the extent to which regional deprivation should be defined as a self-contained concept, different from individual deprivation;
- Develop indicators reflecting the above dimensions of poverty at the regional level, wherever possible. These indicators need not be common across countries (i.e., "first- level" indicators in the Laeken framework) but can be specific to each country (national- or third- level indicators). Comparability across regions must of course be guaranteed;
- Identify data gaps and propose a strategy for the development of a system of relevant indicators of social exclusion and poverty at the regional level;
- Present the conclusions of this work in a draft report at a meeting of the Indicators Sub-Group of the Social Protection Committee. The report would then be refined and amended by the consultants in the light of this dialogue. The report should set out an operational strategy for better incorporating the sub-national/regional dimension in the NAPs/incl through the use of appropriate indicators.

### **Documentation**

Documents related to activities of Social Exclusion can be found at the Internet address:

[http://europa.eu.int/comm/employment\\_social/soc-prot/soc-incl/index\\_en.htm](http://europa.eu.int/comm/employment_social/soc-prot/soc-incl/index_en.htm)

## **4. Expertise required**

See Annex III and Annex IV of the standard contract and the comments in the selection criteria.

## **5. Time schedule and reporting**

### **5.1. Time schedule**

See article I.2 of the contract, and Annex IV reporting. The contract period will have a duration of 12 months and the expected starting date is the 1<sup>st</sup> December 2003.

### **5.2 Final reporting**

As well as the report of the study, the contractor will present a draft activity report and then a final report containing:

- a complete description of the work undertaken in the framework of this contract;
- a presentation of the results obtained for the whole of the contract period in accordance with the present terms of reference;
- any comments, suggestions or recommendations considered useful or necessary by the contractor.

The draft final activity report together with two copies ought to be submitted to the Commission at the latest four weeks before the end of the period mentioned above. The final activity report ought to be submitted at the latest two weeks after the Commission has sent its comments or has accepted the draft final activity report.

## 6. Payments and standard contract

Payments shall be made in EUR (€)

The terms of payment are as follows:

- 30% within 30 days after the signing of the contract;
- and the balance following the Commission's acceptance of both the final report and final invoice.

In drawing up the bid, the tenderer should take account of the provisions of the standard contract which are included the 'General terms and conditions applicable to contracts'.

## 7. Price

The price should be indicated in Euro (€), excluding VAT (using 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 sent out) and should be broken down as per the format given in Annex II of the draft contract.

As an indication, the maximum budget for this contract is EUR 150 000

The price revision clause will be included within the contract.

### ■ *Part A: Fees and direct costs*

- Fees, expressed in number of person/days and unit price per working day for each Expert proposed. The unit price is expected to cover the expert's fees and administrative expenses, but it should not include the reimbursable costs defined below.

This includes ... 

- Other direct costs, to be described 

■ **Part B: Reimbursable Costs**

- Travel expenses
- Daily subsistence allowances (DSA's): these cover all the subsistence costs of the Experts who are on mission for short term assignments outside their usual place of work
- Translations costs, if any
- Contingencies, if any

The total price = Part A + Part B

## 8. Composition of partnership or consortium

If a partnership or consortium is envisaged, its composition should be specified and the criteria listed under point 10 should be detailed to individual members of the partnership. In addition, one of the consortium members must be designated as lead Contractor, and must ensure full responsibility towards the Commission as regards both the tender and the future contract – if awarded to them.

The execution of the service is not reserved by law or regulation or administrative provision to a specific profession. Tenders should conform to the requirements of the general conditions. Tenders from *consortia* of firms or groups of service providers, contractors or suppliers must specify the role, qualifications and experience of each member of group. Tenders must be signed by the legal representative of the consultant. Also tenders must specify the name of the person authorised to sign the proposed contract.

## 9. Exclusion criteria

Article 93 taken from 'Council Regulation 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities' (Official Journal L 248, 16.09.02) establishes that:

"1. Candidates or tenderers shall be excluded from participation in a procurement procedure 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 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 Communities,' financial interests;

(f) following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

2. Candidates or tenderers must certify that they are not in one of the situations listed in paragraph 1."

In order to certify that candidates are not in one of the situations listed above, we follow Art. 134 of the Commission Regulation No 2342/2002 laying down the *detailed rules for the implementation* of Council Regulation No 1605/2002:

Article 134

**Evidence**

(Article 96 of the Financial Regulation)

1. The contracting authority shall accept, as satisfactory evidence that the candidate or tenderer is not in one of the situations described in point (a), (b) or (e) of Article 93(1) of the Financial Regulation, production of a recent extract from the judicial record 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.

2. 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 no such certificate is 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.

3. Depending on the national legislation of the country in which the tenderer or candidate is established, the documents referred to in paragraphs 1 and 2 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.

Article 94 taken from 'Council Regulation 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities' (Official Journal L 248, 16.09.02) establishes that:

"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 contract procedure or fail to supply this information."

## **10. Selection criteria**

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

1. A minimum experience and expertise of five years in the fields of policy research and analysis on issues of poverty and social exclusion -demonstrated by providing a list of relevant policy analysis, research projects and publications.
2. Details of educational and professional qualifications of the person(s) undertaking the study. The project director will require a deep knowledge in relation to the elaboration of indicators; an extensive knowledge of the European and international literature and data on the elaboration of indicators and on statistical analysis; a proven track record in the field of policy analysis, particularly in relation to poverty and social exclusion at regional level.
3. The consultants/researchers should have no-conflict of interest and be completely independent. A statement of independence should be included in the offer -a statement of independence is a one page document signed by the consultant where she/he declares her/his independence.
4. Sound financial position of the consultant/researchers. Full set of audited financial statements and accounts -balance sheet and profit and loss account for the past three years. Annual budget of the last two years for a semi-public or non-profit organisation

## **11. Contract Award criteria**

### **11.1. Quality of the offer**

- a) Quality and consistency of the tender (30%)
  - the degree of understanding of the nature of the assignment, its context and results to be achieved.
  - the quality and appropriateness of the strategy proposed for the implementation of the expertise.
- b) Technical value of the bid and the proposed methodological approach (70%).
  - the work programme: actions proposed to supplement the sources of information available, the knowledge and use of existing research in the fields



covered by the expertise as well as available data to complement background information.

- type of analysis provided: interpretation of quantitative and qualitative information according to the proposed strategy.
- timetable including human resources mobilised to carry out the different stages of the work and the capacity to complete the work well in the time available.

### **11.2. Price**

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

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

### **12.1. Content of bids**

The tender must include:

- \* Exclusion clauses. Include a certificate or declaration that the tenderers are not in one of the situations listed in art. 93 paragraph 1 (see page 6) and that tenderers are neither under situation (a) and (b) of art. 94 (Financial Regulation).
- \* Selection criteria. Demonstrate
  - (i) Experience and expertise of a minimum of five years
  - (ii) Details of educational and professional qualifications (CV's)
  - (iii) Statement of Independence
  - (iv) Set of audited financial statements and accounts for the past three years
- \* The price and full budget of costs
- \* Financial identification form duly completed and signed by the bank
- \* The detailed curriculum vitae of the proposed experts
- \* The name and quality of the contractor's legal representative (i.e. the person duly authorised to act legally on behalf of the contractor in relation to third parties)

### **12.2 Presentation of the bids**

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

Bids must contain all the information required by the Commission

Bids must be clear and concise

Bids must be signed by the tenderer's legal representative

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