Tutorial:Call for tenders

This tutorial presents standard text modules for call for tenders involving creating or updating of articles in Statistics Explained .

General information   Statistics Explained is an electronic publishing system, which aims to create an integrated body of statistical content produced by Eurostat and to make it available to the public in an easily accessible and searchable form. Individual pages provide structured information on individual statistical topics with links to the newest data and related content. The content is organised in an encyclopaedic format resembling Wikipedia. The underlying software is Mediawiki (http://www.mediawiki.org/).

Text parts between '< >' are optional or to be inserted / modified.

Objectives   The <main> objective of this lot is to < insert/update content of the Eurostat publication . . . . . . into Statistics explained / update the following articles . . . .. on an annual/ regular basis>.

This needs to be done by updating, harmonising, streamlining, eliminating overlap and cross-referencing the available information. All text, tables, graphs and maps have to use and reflect the most recent available data. Links and references need to be added or verified whenever useful, the content needs to be adjusted wherever necessary responding to new developments in data collection and dissemination, to new technological developments in the Eurostat IT infrastructure, or to new Eurostat recommendations aimed at increased harmonisation. Each article should have a short introduction before the table of content, attracting the attention of the reader.

<Add requirements for content if needed>

Specific terms and conditions   The contractor is expected to deliver the result directly in Statistics Explained. All articles should follow the rules as described in the Statistics Explained tutorials (see `http://epp.eurostat.ec.europa.eu/statistics_explained/index.php/Tutorial:Contents`). Of particular importance are the pages on creating statistical articles, editing pages, creating links, layout rules for tables, graphs and maps, guidance for commentary, and editorial guidelines and lists. The page 'Validating statistical articles – checklist' should be used to check the articles before proposing them to Eurostat.

All articles shall be written in English. All new texts must have a native-level equivalent language quality.

Activities/tasks/input to be provided by the Contractor   <If substantive content work has to be done by the contractor, this should be described first as it should be done before working with Statistics Explained. Only when the structure and the broad content is defined, Statistics Explained should be used for refining the content>

. . . .

- Deliver the first pages to Eurostat in Statistics Explained, following the guidelines mentioned above.

  After a detailed review of Eurostat and the discussion of the first pages, deliver gradually the remaining pages, following the guidelines and the additional remarks made by Eurostat following the analysis of the first pages.

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Resources made available by Eurostat   The contractor will get the right to update articles in Statistics Explained.

As the contractor will not have the right to create new pages in Statistics Explained, Eurostat will create all the required (empty) pages. Eurostat will approve the pages in Statistics Explained once they are finalised and of sufficient quality. Only when Eurostat has approved the new/revised pages, the pages are made visible to the public.

All documentation and examples of similar products produced in the past will be made available.

Expected results/reports

- Statistics Explained articles as specified above

- <Intermediate report>

- Final report including experiences made and recommendations for further improvements

- Minutes of meetings

Assessment of results   Assessment criteria:

- …

- respect of timetable;

- respect of Statistics Explained guidelines;

- . . . .