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# **Specifications – Invitation to Tender VT/2010/001 SOCIAL IMPACT OF EMIGRATION AND RURAL-URBAN MIGRATION IN CENTRAL AND EASTERN EUROPE**

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## **1. TITLE OF THE CONTRACT**

The social impact of emigration and rural-urban migration in Central and Eastern Europe

## **2. BACKGROUND**

This study is to be carried out in the framework of the Lisbon Strategy for Growth and Jobs and the EU 2020 strategy<sup>1</sup>. The key reference social policies<sup>2</sup> should be the EU 2006 Social Protection and Social Inclusion Objectives, in particular the objectives on '*Making a decisive impact on the eradication of poverty and social exclusion*'<sup>3</sup>.

The Renewed Social Agenda<sup>4</sup> aims to create more opportunities for EU citizens, improve access to quality services and demonstrate solidarity with those who are affected negatively by change. The realisation of the Renewed Social Agenda relies on a combination of instruments comprising EU legislation, the implementation of open methods of coordination in various policy fields and financial incentives such as the European Social Fund.

PROGRESS is the EU's employment and social solidarity programme, set up to provide financial support for the attainment of the European Union's objectives in employment, social affairs and equal opportunities as set out in the Social Agenda<sup>5</sup>. The realisation of the Social Agenda relies on a combination of instruments comprising EU legislation, the implementation of open methods of coordination in various policy fields and financial incentives such as the European Social Fund.

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

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<sup>1</sup> [http://ec.europa.eu/growthandjobs/index\\_en.htm](http://ec.europa.eu/growthandjobs/index_en.htm) and <http://ec.europa.eu/eu2020/>

<sup>2</sup> <http://ec.europa.eu/social/main.jsp?catId=753&langId=en>

<sup>3</sup> <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2005:0706:FIN:EN:PDF>

<sup>4</sup> <http://ec.europa.eu/social/main.jsp?langId=en&catId=547>

<sup>5</sup> Decision No 1672/2006

- promoting policy transfer, learning and support among Member States on EU objectives and priorities; and
- relaying the views of the stakeholders and society at large.

More specifically, PROGRESS supports:

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

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

Further information on the 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=751&langId=en>

So far, the social impact of immigration in the wealthier Member States has been more extensively analysed than the impact of emigration from the sending countries/regions. National studies reveal a number of reasons why emigration is one of the key factors to be considered when addressing the social challenges ahead. Perhaps the most researched areas in this field are the remittances<sup>6</sup> sent home by the emigrants and labour market shortages certain sending countries experience. However, more comprehensive analysis on the social impact of mass emigration would appear to be somewhat scarce. There is some evidence that many immigrants have lost their jobs as a result of the financial and economic crisis, thus resulting in lower remittances and higher numbers of (voluntary or involuntary) returnees.

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<sup>6</sup> [http://epp.eurostat.ec.europa.eu/cache/ITY\\_PUBLIC/2-11022010-AP/EN/2-11022010-AP-EN.PDF](http://epp.eurostat.ec.europa.eu/cache/ITY_PUBLIC/2-11022010-AP/EN/2-11022010-AP-EN.PDF) and [http://epp.eurostat.ec.europa.eu/portal/page/portal/balance\\_of\\_payments/data/database](http://epp.eurostat.ec.europa.eu/portal/page/portal/balance_of_payments/data/database)

### 3. SUBJECT OF THE CONTRACT

The study should provide comparative analysis on the social impact of emigration and migration within the country from rural<sup>7</sup> to urban regions in Central and Eastern Europe.

The transition from state planned to market economy, decreasing employment rates in the agricultural sector and (e)migration of significant parts of the workforce were all shared phenomena, not only in the countries which joined the EU during the EU enlargement in 2004 and 2007 (Bulgaria, Czech Republic, Estonia, Hungary, Lithuania, Latvia, Poland, Romania, Slovenia and Slovakia), but also the Western Balkans (Albania, Bosnia and Herzegovina, former Yugoslav Republic of Macedonia, Croatia, Kosovo under UNSCR 1244, Montenegro and Serbia) and the Eastern Partnership region (Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine). In addition to the 23 countries with a state planned economy past, the situation in the market economies of Greece and Turkey should also be studied, using similar approaches in order to facilitate the identification of causal effects<sup>8</sup>.

The results of the research are expected to provide a comparative knowledge base on the employment and social impact of emigration and migration within the country from rural to urban regions in Central and Eastern Europe. The 25 Country Reports (see below) and the Synthesis Report will provide consistent policy advice to the national and regional authorities of the countries researched, but also to the EU and the international donors at large for addressing the negative social impacts. Ultimately, the study shall contribute to a more balanced political understanding of migration in Europe through bringing the perspectives of the Member States characterized by emigration into the EU migration debates.

**As a key outcome**, a series of **25 comparative country reports** should be prepared, using as a basis the relevant national policy documents, national data sources and academic research to investigate from a comparative perspective the social impact of emigration and rural-urban migration on poverty and social exclusion, as well as access to social protection and social services.

These reports should be compiled by a network of expert teams for each of the 25 countries – each team being composed of (at least) one social inclusion and one migration expert both speaking the national language and having proven expertise in this country – under the guidance of the core team responsible for the synthesis report. The resulting reports should provide a comprehensive comparative mapping of the social impact of emigration and rural-urban migration against the background of the transition process during the previous 2 decades, the policy

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<sup>7</sup> In this context, see study commissioned by DG EMPL on 'Poverty and Social Exclusion in Rural Areas' which presents Country reports for (among others) Bulgaria, Greece, Hungary, Latvia, Poland, Romania and Slovenia <http://ec.europa.eu/social/keyDocuments.jsp?type=0&policyArea=750&subCategory=751&country=0&year=0&advSearchKey=povertyruralareas&mode=advancedSubmit&langId=en>

<sup>8</sup> Note that (with the exception of Greece) all the countries are covered by the DG EMPL series of studies on Social Protection and Social Inclusion. However, the Southern Caucasus studies will only be finalised towards the end of 2010.

<http://ec.europa.eu/social/keyDocuments.jsp?type=0&policyArea=0&subCategory=0&country=0&year=0&advSearchKey=spsistudies&mode=advancedSubmit&langId=en>

responses and challenges ahead, thus revealing a pattern of similarities and distinct policy choices.

The following elements are of particular note for the compilation of the reports:

- An analysis of the changing patterns of temporary, permanent and circular migration.
- National policies to address migration and social cohesion issues should be analysed for the previous two decades in the context of the economic transition from state planned economies (and declining rates of employment in agriculture).
- The impact of emigration on vulnerable ethnic and religious communities, in particular the Roma.
- A comparison of labour market and social policy responses to support those 'left behind' (spouses, children, elderly, those less qualified, etc.)
- Tailor-made support measures to returnees and their families (labour market integration - including guidance on how to invest savings, housing facilitations, education and vocational training, support for involuntary returnees...)
- Coordination of social security schemes between countries of origin and of destination.
- Reporting on the support for returnees, if any, provided by the former host country as regards resettlement costs, reintegrating the labour market and advice for those wishing to become self-employed.
- Responses to the impact of the crisis as regards decreasing remittances and increasing number of returnees, in particular those having worked in other Member States of the EU.

The researchers will then – on the basis of existing evaluations<sup>9</sup> – assess the impact of policy measures set in place to address these issues, in particular those taken in the context of regional or rural development programmes launched with the support of the EU Structural Funds, IPA and other EU funds. On the basis of this assessment, the Contractor should identify and examine a few examples of best practice.

The contractor will also organise a **two half-day workshop** (afternoon session + morning session) during the 6<sup>th</sup> month of the contract in order to provide comprehensive guidance to the teams responsible for the 25 Country reports. The organization and cost of this workshop will be borne by the contractor.

The contractor should use these 25 country reports as a basis for the **synthesis report (see point 5.3)**.

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<sup>9</sup> The contractor will have to consider, as appropriate, the data and results of the forthcoming evaluation on ESF support to migrants and ethnic minorities.

**Finally, the contractor will present the pre-final results of the research in a DG EMPL seminar in Brussels and discuss, in particular, the conclusions and policy recommendations at level of the patterns of regions and countries and the EU. This seminar will be organized and paid for by the Commission.**

#### **4. PARTICIPATION**

Please note that:

The competition is open to any physical person or legal entity coming within the scope of the Treaties and any other physical person or legal entity from a third country which has concluded with the Union a specific agreement in the area of public contracts, under the conditions provided for in that agreement.

Where the Multilateral Agreement on Public Contracts concluded within the framework of the WTO applies, the contracts are also open to nationals of States that have ratified this Agreement, under the conditions provided for therein. It should be noted that research and development services, which come under category 8 of Annex II A of Directive 2004/18/CE, are not covered by this Agreement.

#### **5. TASKS TO BE CARRIED OUT BY THE CONTRACTOR**

The contracting party will undertake the following tasks:

##### **5.1. GUIDANCE FOR THE 25 TEAMS IN CHARGE OF THE COUNTRY REPORTS**

The core team should guide the work of the country teams as regards:

An analysis of the pull and push factors for emigration and migration from rural to urban regions within the country;

How to identify the key challenges resulting from emigration and migration from predominately rural to predominately urban regions within the country relative to the EU 2006 Common Objectives for Social Protection and Social Inclusion;

The use of data as analytical tools for the analyses along structural factors such as the socio-economic composition of the population (e.g. age, impact on gender relations when one partner remains behind, ethnicity, family composition, interaction of returnees with the diaspora (where appropriate), educational attainment and skills), the labour market structure, the sectoral composition of economic activity, the quality of infrastructure in the area (e.g. transport facilities, educational and health care institutions, ...) and the subsistence economy;

Identification of high-risk groups and those affected by multiple disadvantages, with reference to socio-economic background and, where appropriate, to vulnerable ethnic and religious communities;

Assessment of the impact of the crisis on the emigrants in the sending countries as regards remittances to their families and the social policy responses to this in the emigration countries, if any;

Assessment of the effectiveness of policies in place to meet the challenges emerging from outmigration and the financial and economic crisis;

Identification of how social security schemes between countries of origin and destination are coordinated, and in particular whether pension rights of returnees are recognised and what access do the returnees have to healthcare services and unemployment benefits. Please distinguish between the situation of EU Member States, candidate countries and other countries;

Provide suggestions to national and regional authorities and all national partners relevant for the implementation for social inclusion and protection policies;

And in an annex: Identification of examples of good practice of potential interest to other countries, and discussion on the possibility of their generalisation outside the original context.

In detail, the core team should:

**2 months after contract signature:** provide an outline of the methodology on the basis of the inception reports prepared by all 25 country teams responsible for the country reports;

**Four months after contract signature:** the core team should assess the finalised inception reports and send individual comments on each report to all expert teams. These reports, in addition to the core team's comments, will serve as a basis for the workshop to be organised in the 6<sup>th</sup> month;

**Six months after contract signature:** the core team should organise a two half-day workshop (afternoon session + morning session) to take place in the 6<sup>th</sup> month after contract signature. The feedback to inception reports received should enable the country teams to base their comparative reporting upon an agreed common outline (chapters, annexes, executive summaries) and a common understanding of the methodological challenges of the research;

Assess the interim country reports to be submitted by the country teams **8 months after signing of the contract**. These reports should constitute (at least) 50% of the total work in order to justify the interim payment to the country teams. The provision of detailed written feedback to all teams should enable the teams to submit on schedule quality pre-final reports;

Assess the pre-final country reports which should be submitted **before the summer break in 2011** and provide individual comments on each report to all expert teams and guidance for the finalisation up to final approval by DG EMPL.

## **5.2. ORGANISATION OF THE WORKSHOP**

This workshop is intended to ensure submission of high quality country reports, in particular by means of a common comparative approach stemming from the EU 2006 Social Protection and Social Inclusion Objective.

The workshop costs should be covered by the contractor.

The organisation of the workshop must include:

- ensuring participation of all core team experts at the event;
- identifying the participants and agreeing on them with the Commission (a maximum of 60 non-Commission official participants should be foreseen, with at least one social inclusion and one migration expert from each of the 25 teams in charge of the country reports);
- ensuring that each country team is represented at the workshop (at least) with one key expert in the field of migration and one key expert on social policies;
- identifying an appropriate venue (NB: it is important to ensure that the venue is accessible for participants with disabilities);
- reserving a workshop room with appropriate audiovisual equipment, technical support and a stand for documentation;
- providing meals and coffee break refreshments during the workshop;
- sending invitations to participants and being responsible for the communication on all organisational questions;
- drafting the agenda and the minutes in collaboration with the Commission;
- handling all relevant documents, before and after the workshop;
- identifying and inviting the speakers in agreement with the Commission (it may be necessary to provide fees for some of them);
- handling the accommodation, meals and travel arrangements for all participants, speakers and experts.

## **5.3. THE SYNTHESIS REPORT**

- Provide an outline of the synthesis report on the basis of the debates at the workshop and the interim country reports 8 months after the signature of the contract ;
- Ensure the value added of the synthesis report - as compared to the sum of the 25 country reports - by increasing its analytical and political potential;

- Envisage conclusions which are relevant to (patterns of) countries in the region, the EU and to international donors;
- Present the key messages emerging from the pre-final synthesis report at an internal DG seminar, probably in the last quarter of 2011;
- Amend the study in the light of the conclusions of the DG EMPL seminar (final synthesis report should be ready for end 2011);
- Include in the final study an executive summary for wide dissemination;
- In addition to the study and executive summary, realise an 8-page paper policy brief in English, French, German and Russian for wider dissemination.

#### **5.4. GUIDE AS TO HOW ACTIVITIES SHOULD 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. This will ensure in particular that where the Contractor organises training sessions and conferences, issues publications or develops dedicated websites, people with disabilities will have equal access to the facilities or the services provided.

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

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

#### **6. PROFESSIONAL QUALIFICATIONS REQUIRED**

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



## 7. TIME SCHEDULE AND REPORTING

### 7.1. TIME SCHEDULE

See Article I.2. of the draft contract.

The contract will cover 18 months and should commence in the third quarter of 2010.

### 7.2. REPORTING

- The contractor will present an **inception report** four months after the contract is signed. The inception report should include an assessment of the 25 inception reports of the teams in charge of the country reports and a draft outline of the agenda of the workshop. The contractor should send a report summarizing the preparation and outcome of the workshop to be held 6 months after the start of the contract. Approval of this report will give rise to a first interim payment.
- An **interim activity report** should be presented 8 months after the beginning of the contract and contain a self-evaluation of the overall progress achieved, an assessment of the state of the country reports, a first draft of the detailed outline of the synthesis study and, in particular, its executive summary. Approval of this interim report will give rise to a second interim payment.
- The **draft study report** (approximately 100 pages without annexes and country reports) to be presented at an internal DG EMPL seminar (probably in the last quarter of 2011) should contain at least
  - a draft executive summary;
  - exhaustive explanations of the methodology used and the empirical work undertaken;
  - key findings of the country reports and policy messages from the draft synthesis report
  - key findings to be highlighted to policy makers
  - 25 country reports (each approximately 30 pages + 2 pages executive summary, submitted in English and in the national language(s) (and Russian for those countries in the Eastern Partnership).

This report should be disseminated to all participants two weeks in advance of the DG EMPL seminar.

- The contractor will present the **final study report**, integrating the outcome of the DG EMPL seminar, 14 months after contract signature. In addition to the study the contractor will present a **final activity report** 18 months after contract signature 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 terms of reference;
- Any comments, suggestions or recommendations considered useful or necessary by the contractor.

The executive summary of the final study and the 8-page leaflet should be presented in EN and also French, German and Russian.

All reports will be submitted in English in triplicate and also in electronic format.

### **7.3. PROGRESS REPORTING REQUIREMENTS**

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

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

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

The Commission regularly monitors the effect of PROGRESS-supported or commissioned initiatives and considers how they contribute to PROGRESS outcomes as defined in the Strategic Framework. In this context, the Contractor will be asked to dedicatedly work in close cooperation with the Commission and/or persons authorised by it to define the expected contribution and the set of performance measures which this contribution will be assessed against. The Contractor will be asked to collect and report on its own performance to the Commission and/or persons authorised by it against a template which will be annexed to the contract 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.

### **7.4. PUBLICITY AND INFORMATION REQUIREMENTS**

In accordance with the General conditions, all contractors are under the obligation to acknowledge that the present service has received funding from the Union in all documents and media produced, in particular final delivered outputs, related reports,

brochures, press releases, videos, software, etc, including at conferences or seminars. In the context of the Union Programme for Employment and Social Solidarity – PROGRESS, the following formulation shall be used:

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

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

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

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

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

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

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

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

## **8. PAYMENTS AND STANDARD CONTRACT**

See Articles I.4 and I.10 of the draft contract

"Payments under the contract shall be made in accordance with Article II.4 of the contract. Payments shall be executed only if the contractor has fulfilled all his contractual obligations by the date on which the invoice is submitted. Payment requests may not be made if payments for previous periods have not been executed as a result of default of negligence on the part of the contractor.

### **8.1. PRE-FINANCING**

Following signature of the Contract by the last contracting party, within 30 days of the receipt by the Commission of a request for pre-financing with a relevant invoice, a pre-financing payment equal to 10% of the total amount referred to in Article I.3.1 of the contract shall be made.

### **8.2 INTERIM PAYMENTS**

Requests for a **first interim payment** by the contractor shall be admissible if accompanied by:

- a report on the preparation and outcome of the workshop, in accordance with the instructions laid down in annex I of the contract;
- the relevant invoices,

provided the report has been approved by the Commission.

The Commission shall have 60 days from receipt to approve or reject the report, and the contractor shall have 30 days in which to submit additional information or a new report.

Within 30 days of the date on which the report is approved by the Commission, an interim payment corresponding to the relevant invoices, up to maximum 20% of the total amount referred to in Article I.3.1 of the contract shall be made.

Requests for a **second interim payment** by the contractor shall be admissible if accompanied by:

- an interim technical activity report, in accordance with the instructions laid down in annex I of the contract;
- the relevant invoices,

provided the report has been approved by the Commission.

The Commission shall have 60 days from receipt to approve or reject the report, and the contractor shall have 30 days in which to submit additional information or a new report.

Within 30 days of the date on which the report is approved by the Commission, an interim payment corresponding to the relevant invoices, up to maximum 30% of the total amount referred to in Article I.3.1 of the contract shall be made.

### **8.3 PAYMENT OF THE BALANCE**

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

- the final technical report in accordance with the instructions laid down in Annex I of the contract,

– the relevant invoices,

provided all reports has been approved by the Commission.

The Commission shall have 60 days from receipt to approve or reject the report, and the Contractor shall have 30 days in which to submit additional information or a new report.

Within 30 days of the date on which the reports are approved by the Commission, payment of the balance of the total amount referred to in Article I.3.1 of the contract shall be made.

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

## 9. PRICES

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

The price must be stated in EUR (€), net of VAT (using, where appropriate, the conversion rates published in the C series of the Official Journal of the European Union on the day when the invitation to tender was issued), and broken down according to the model in Annex III included in the attached standard contract.

The **maximum** amount available for this contract is **€ 850.000**.

**Please note that evidence must be provided that the amount dedicated to the Country reports of those countries not participating in PROGRESS (i.e. Albania, Bosnia and Herzegovina, Kosovo under UNSCR 1244, Montenegro, Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine) does not exceed € 200.000.**

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

### **Professional fees and direct costs**

- Fees, expressed as the number of person-days multiplied by the unit price per working day for each expert proposed (including the days of participation in meetings / seminars).
- Direct costs include
  - Costs for access and use of statistical data, if any;
  - Travel expenses (a minimum of 3 meetings with the Commission services in Brussels should be included);

- Organisation of a two half-day workshop<sup>10</sup> (starting early afternoon, ending the following day by 13.00, including accommodation, 2 buffet lunches, dinner, coffee breaks, technical equipment and support ... etc) as detailed in point 5.2 above for maximum 60 non-Commission official participants (including the researchers);
  - Travel and accommodation costs for (including the researchers) maximum 60 non-Commission official participants, calculating at least one social inclusion and one migration expert from each of the 25 countries covered by the empirical part of the study.
- Other direct costs
- Reporting expenses;
  - Translation expenses;
- Any unavoidable expenses necessary for the purposes of the contract.

## 10. COMPOSITION OF A PARTNERSHIP OR CONSORTIUM

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>11</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 following points 11 and 12 must be supplied by every member of the grouping.

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

## 11. EXCLUSION CRITERIA AND SUPPORTING DOCUMENTS

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:

Applicants or bidders 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

<sup>10</sup> Preferably at a location which may be reached by the vast majority of participants using direct flights.

<sup>11</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.

- 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>12</sup>.
- (...)

**Article 94:**

Contracts may not be awarded to candidates or bidders 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

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<sup>12</sup> "Article 96(1): The contracting authority may impose administrative or financial penalties on the following:  
 (a) candidates or bidders in the cases referred to in point (b) of Article 94;  
 (b) contractors who have been declared to be in serious breach of their obligations under contracts covered by the budget.  
 (...)"

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 whom 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.

## **12. SELECTION CRITERIA**

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

### **12.1. ECONOMIC AND FINANCIAL CAPACITY**

- A full set of audited financial statements and accounts - balance sheet and profit-and-loss account for the past two years;
- a statement of total turnover and turnover relating to services similar to those covered by this call for tenders for the past two financial years.

All these documents must be provided by each member of the consortium.

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

### **12.2. PROFESSIONAL AND TECHNICAL CAPACITY**

- Minimum experience of Coordinator: 5 years' proven experience in coordination, steering and guiding of transnational comparative research and research on poverty and social exclusion. The project director will have extensive knowledge of European and international literature and empirical research on social policy and social trends and



a proven track record in conducting comparative empirical analysis, particularly in relation to poverty and social exclusion.

- Minimum experience of every core expert: 5 years of research on poverty and social exclusion and/or migration.

At least one member of the core experts in the coordination team should have a minimum of 5 years experience in each of following fields

- Extensive knowledge of the nature and causes of poverty and social exclusion;
- Extensive knowledge of research and literature on the subject of migration;
- An overview of social protection and social inclusion policies in Central and Eastern Europe as operationalized in the context of this study.
- The composition of each of the expert teams proposed for the 25 country reports should provide evidence that all teams include (at least) one social inclusion and (at least) one migration expert with a minimum of five years of relevant work experience.
- The bidder should prove its capacity to organise the workshop by submitting a list of similar services organized by the bidder over the last three years or by the subcontractor, if the task is to be subcontracted.

Means of proof required:

- Details of educational and professional qualifications (CVs) of the coordinator and/or project director, including relevant publications and/or studies carried out in the field of poverty and social exclusion and/or migration.
- Details of educational and professional qualifications (CVs) of the other proposed experts of the coordination team, including relevant publications and/or studies carried out in the field of poverty and social inclusion and/or migration.
- Details of educational and professional qualifications (CVs) of the proposed experts in the teams in charge of the 25 country reports, including relevant publications and/or studies carried out in the fields of poverty and social inclusion and migration.
- Signed and dated firm commitments of involvement in the project from the two experts in each country team.
- A list of the works carried out by the organisation in the last five years.
- N.B. CVs should not exceed 3 pages.

### **13. AWARD CRITERIA**

The contract will be awarded to the bid offering the best price/quality 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: actions proposed to supplement the sources of information available, the use of existing research in the fields covered by the expertise as well as available data to complement background information (max. 20%).
- d. Type of method and analysis provided: interpretation of quantitative and qualitative information according to the proposed strategy (max. 20%).
- e. Timetable and constitution of the core team and the 25 national teams mobilised to carry out the different stages of the work and the capacity to complete the work well in the time available, including the organisation of the seminar (max. 20%).

### **PRICE**

It should be noted that the contract will *not* be awarded to a bidder who receives less than 70% in the Award Criteria.

The total points will then be divided by the price, with the highest-scoring bid being chosen.

### **14. CONTENT AND PRESENTATION OF THE BID**

#### **14.1. CONTENT OF BIDS**

Bids should contain:

- all information and documents necessary to enable the Commission to appraise the bid on the basis of the exclusion, selection and award criteria (see points 11, 12, and 13 above);
- a bank ID form duly completed and signed by the bank;
- a "legal entity" form duly completed;

- the price;
- the detailed CVs of the core team experts and the 25 country team experts;
- the name and function of the contractor's legal representative (i.e. the person authorised to act on behalf of the contractor in any legal dealings with third parties);
- proof of eligibility: bidders 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.

#### **14.2. PRESENTATION OF BIDS**

- Bids must be submitted in triplicate (i.e. one original and two copies).
- They must include all the information required by the Commission (see points 9, 10, 11 and 12 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 set deadlines.

#### **15. VALIDITY OF THE TENDER**

Tenders must be valid for up to 8 months after submission.

**OVERVIEW OF PROGRESS PERFORMANCE MEASUREMENT FRAMEWORK**

**PROGRESS Ultimate Outcome**

*Member States implement laws, policies and practices in a manner that contributes to the desired outcomes of the Social Agenda*

PROGRESS works toward its ultimate outcome by helping strengthen the EU's support for Member States' efforts to create more and better jobs and to build a more cohesive society. PROGRESS seeks to contribute to (i) an effective legal regime in the EU in relation to the Social Agenda; (ii) shared understanding across the EU with regard to Social Agenda objectives; and (iii) strong partnerships working toward Social Agenda objectives. In operational terms, support provided by PROGRESS facilitates (i) provision of analysis and policy advice; (ii) monitoring and reporting on the implementation of EU legislation and policies; (iii) policy transfer, learning and support among Member States; and (iv) relaying to decision-makers the view of the stakeholders and society at large.

<p><b>Legal Regime Outcome:</b></p> <p><i>Compliance in Member States with EU law related to PROGRESS areas.</i></p> <p><b>Performance Indicators</b></p> <ol style="list-style-type: none"> <li>1. Transposition rate of EU law on matters related to PROGRESS policy areas.</li> <li>2. Effectiveness of application in Member States of EU law on matters related to PROGRESS policy areas.</li> <li>3. EU policies and legislation are grounded in thorough analysis of situation and responsive to conditions, needs and expectations in Member States in PROGRESS areas.</li> <li>4. Extent to which PROGRESS-supported policy advice feeds into the development and implementation of EU legislation and policies.</li> <li>5. Cross-cutting issues are addressed in PROGRESS policy sections</li> <li>6. EU policies and legislation display a common underlying logic of intervention in relation to PROGRESS issues.</li> <li>7. Gender mainstreaming is systematically promoted in PROGRESS.</li> </ol>	<p><b>Shared Understanding Outcome:</b></p> <p><i>Shared understanding and ownership among policy/decision-makers and stakeholders in Member States, and the Commission, of objectives related to PROGRESS policy areas.</i></p> <p><b>Performance Indicators</b></p> <ol style="list-style-type: none"> <li>1. Attitudes of decision-makers, key stakeholders and general public regarding EU objectives in PROGRESS policy areas.</li> <li>2. Extent to which national policy discourses or priorities reflect EU objectives.</li> <li>3. Extent to which principles of good governance (including minimum standards on consultation) are respected in policy debate.</li> <li>4. Extent to which the outcomes of policy debates feed into the development of EU law and policy.</li> <li>5. Greater awareness of policy-and decision-makers, social partners, NGOs, networks regarding their rights/obligations in relation to PROGRESS policy areas.</li> <li>6. Greater awareness of policy-and decision-makers, social partners, NGOs, networks regarding EU objectives and policies in relation to PROGRESS policy areas.</li> </ol>	<p><b>Strong Partnerships Outcome:</b></p> <p><i>Effective partnerships with national and pan-European stakeholders in support of outcomes related to PROGRESS policy areas.</i></p> <p><b>Performance Indicators</b></p> <ol style="list-style-type: none"> <li>1. Existence of common ground/consensus among policy and decision-makers and stakeholders on EU objectives and policies.</li> <li>2. Identification and involvement by the EU of key actors in a position to exert influence or change at EU and national levels.</li> <li>3. Effectiveness of partnerships in relation to outcomes related to PROGRESS policy areas.</li> <li>4. Number of individuals served or reached by networks supported by PROGRESS.</li> <li>5. Extent to which advocacy skills of PROGRESS-supported networks have improved.</li> <li>6. Satisfaction of EU and national authorities with the contribution of networks.</li> <li>7. Extent to which PROGRESS-supported networks take a cross-cutting approach</li> </ol>
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## **Declaration of honour with respect to the Exclusion Criteria and absence of conflict of interest**

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

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

or

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

official name in full (*only for legal person*):

official legal form (*only for legal person*):

official address in full:

VAT registration number:

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

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

In addition, the undersigned declares on their honour:

- g) they have no conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinities, family or emotional ties or any other relevant connection or shared interest;
- h) they will inform the contracting authority, without delay, of any situation considered a conflict of interest or which could give rise to a conflict of interest;
- i) they have not made and will not make any offer of any type whatsoever from which an advantage can be derived under the contract;
- j) they have not granted and will not grant, have not sought and will not seek, have not attempted and will not attempt to obtain, and have not accepted and will not accept any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal practice or involving corruption, either directly or indirectly, as an incentive or reward relating to award of the contract.
- k) that the information provided to the Commission within the context of this invitation to tender is accurate, sincere and complete.
- l) that in case of award of contract, they shall provide the evidence that they are not in any of the situations described in points a, b, d, e above<sup>13</sup>.

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

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

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

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

Full name                      Date                                      Signature

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## Annex I

Exclusion criteria (Article 93(1) FR)	Supporting documents to be provided by applicants, tenderers or tenderers to who the contract will be awarded	
<p><b>1. Exclusion from a procurement procedure, Article 93(1) FR :</b>  <i>« Candidates or tenderers shall be excluded from participation in a procurement procedure if:</i></p> <p><b>1.1. (subparagraph a)</b>  <i>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<sup>1</sup>;</i></p> <p><b>1.2. (subparagraph b)</b>  <i>they have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata<sup>2</sup>;</i></p>	<p><b>Procurement</b>  <b>(Article 93(2) FR; Article 134 IR)</b></p> <p>Recent extract from the judicial record  or  recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance  or  Where no such certificate is issued in the country concerned : sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance</p> <p>Cf. supporting documents for Article 93(1)(a)  FR above</p>	

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

<sup>2</sup> Cf. footnote n° 1.

Exclusion criteria (Article 93(1) FR)	Supporting documents to be provided by applicants, tenderers or tenderers to who the contract will be awarded	
	Procurement (Article 93(2) FR; Article 134 IR)	
1.3. (subparagraph c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;	Declaration by the candidate or tenderer that he is not in the situation described	
1.4. (subparagraph d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed <sup>3</sup> ;	Recent certificate issued by the competent authority of the State concerned confirming that the candidate is not in the situation described or Where no such certificate is issued in the country concerned : sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance	
1.5. (subparagraph e) they have been the subject of a judgement which has the force of <i>res judicata</i> for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests <sup>4</sup> ;	Cf. supporting documents for Article 93(1)(a) FR above	
1.6. (subparagraph f) they are currently subject to an administrative penalty referred to in Article 96(1) <sup>5</sup> . »	Declaration by the candidate or tenderer that he is not in the situation described	

<sup>3</sup> Cf. footnote n°1.

<sup>4</sup> Cf. footnote n° 1.

<sup>5</sup> Article 96(1) FR: The contracting authority may impose administrative or financial penalties on the following:

- (a) candidates or tenderers in the cases referred to in point (b) of Article 94;
- (b) contractors who have been declared to be in serious breach of their obligations under contracts covered by the budget.



Exclusion criteria (Article 94 FR)	Supporting documents to be provided by applicants, tenderers or tenderers to who the contract will be awarded	
	Procurement	Grants
2. Exclusion from a procurement or grant award procedure Article 94 FR: « <i>Contracts may not be awarded to candidates or tenderers who, during the procurement procedure:</i>		
2.1. (subparagraph a) <i>are subject to a conflict of interest;</i>	Statement by the applicant, tenderer or bidder confirming the absence of conflict of interests, to be submitted with the application, bid or proposal	
2.2. (subparagraph b) <i>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</i> <sup>1</sup> .	No specific supporting documents to be supplied by the applicant, tenderer or bidder  It is the responsibility of the authorising officer, represented by the evaluation committee, to check that the information submitted is complete <sup>2</sup> and to identify any misrepresentation	

<sup>1</sup> Cf. Article 146(3) of the FR Implementing Rules: « ...the evaluation committee or the contracting authority may ask candidates or tenderers to supply additional material or to clarify the supporting documents submitted in connection with the exclusion and selection criteria, within the time limit it specifies. » and Article 178(2) of the FR Implementing Rules: « The evaluation committee or, where appropriate, the authorising officer responsible may ask an applicant to provide additional information or to clarify the supporting documents submitted in connection with the application, in particular in the case of obvious clerical errors »

<sup>2</sup> Cf. footnote n°1