

# **Tender Specifications**

## **for**

### ***Monitoring the HIV and viral hepatitis response in Europe and neighbouring countries***

***Framework service contract***

**Publication Reference: OJ/2019/OCS/10691**

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## Introduction to ECDC

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The European Centre for Disease prevention and Control (ECDC) is an agency of the European Union, established by the European Parliament and Council Regulation 851/2004 of 21 April 2004. Its purpose is to identify, assess and communicate current and emerging threats to human health from communicable disease. Within this broad mission statement, the main technical tasks of the Centre fall into the following four categories:

- The publication of independent scientific opinions, bringing together technical expertise in specific fields through its various EU-wide networks and via ad hoc scientific panels;
- The provision of technical assistance to EU member states, communication of the Centre's activities and results and dissemination of information tailored to different audiences;
- The development of epidemiological surveillance at the European level and the maintenance of networks of reference laboratories; and
- Early Warning and Response based on 'round the clock' availability of specialists in communicable diseases.

Further information about the Centre can be found on the ECDC website [www.ecdc.europa.eu](http://www.ecdc.europa.eu).

### The tender process

The purpose of competitive tendering for awarding contracts is two-fold:

- to ensure the transparency of operations;
- to obtain the desired quality of services, supplies and works at the best possible price.

The applicable regulations, namely Directive 2014/24/EU and Regulation 2018/1046, oblige the ECDC to guarantee the widest possible participation, on equal terms in tender procedures and contracts.

# 1 Overview of this tender

## 1.1 Description of the contract

The services required by ECDC are described in the terms of reference in **section 2** of the present tender specifications.

In drawing up a tender, tenderers should bear in mind the provisions of the draft contract in **Annex I**. In particular, the draft contract indicates the method and the conditions for payments to the contractor.

Tenderers are expected to examine carefully and respect all instructions and standard formats contained in these specifications and the invitation to tender. A tender which does not contain all the required information and documentation may be rejected.

## 1.2 Timetable

Activity	Date	Comments
Launching	22/05/2019	Estimated dispatch of contract notice to the OJ
Site visit or clarification meeting (if any)	-	Not applicable to this tender
Deadline for request of clarifications	19/06/2019	Six working days before deadline
Deadline for submission of tenders	<b>28/06/2019</b>	At 16:00 local time Sweden
Interviews (if any)	-	Not applicable to this tender
Opening session	02/07/2019	
Date for evaluation of tenders	Opening session date plus 1 week	Estimated
Notification of award to the tenderers	Evaluation date plus 1 month	Estimated
Contract signature	Notification date plus 1 month	Estimated

## 1.3 Participation in the tender procedure

This procurement procedure is open to the natural or legal person wishing to bid for the assignment and established in the European Union, European Economic Area and Stabilisation and Association Agreements countries.

It is also open to international organisations defined as international public-sector organisations set up by international agreements and specialised agencies set up by such organisations.

For tenderers established in the United Kingdom (UK): please be aware that after the UK's withdrawal from the EU, the rules of access to EU procurement procedures of economic operators established in third countries will apply to tenderers from the UK depending on the outcome of the negotiations. In case such access is not provided by legal provisions in force tenderers from the UK could be rejected from the procurement procedure.

Tenderers must not be in any situation of exclusion under the exclusion criteria indicated in section 3.1 of these tender specifications and must have the legal capacity to allow them to participate in this tender procedure (see section 3.2.1).

Please note that any attempt by a tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or ECDC during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of his tender and may result in administrative penalties.

#### **1.4 Participation of consortia**

A consortium may submit a tender on condition that it complies with the rules of competition.

A consortium may be a permanent, legally-established grouping or a grouping which has been constituted informally for a specific tender procedure. Such grouping (or consortium) must specify the company or person heading the project (the leader) and must also submit a copy of the document authorising this company or person to submit a tender. All members of a consortium (i.e., the leader and all other members) are jointly and severally liable to ECDC.

In addition, each member of the consortium must have access to ECDC's procurement procedures as stated in section 1.3, and provide the required evidence for the exclusion and selection criteria (see section 3). Concerning the selection criteria, the evidence provided by each member of the consortium will be checked to ensure that the consortium **as a whole** fulfils the criteria.

The participation of an ineligible member of the consortium will result in the automatic exclusion of that member, and the whole consortium will be excluded.

#### **1.5 Subcontracting**

Sub-contracting is possible, however if subcontracting is envisaged, the tenderer must clearly indicate in the tender which parts of the work will be subcontracted.

Subcontractors must satisfy the eligibility criteria applicable to the award of the contract.

If the identity of the subcontractor is not known at the time of submitting the tender, the tenderer who is awarded the contract will have to seek ECDC's prior written authorisation before entering into a subcontract.

Where no subcontractor is given, the work will be assumed to be carried out directly by the tenderer.

#### **1.6 Presentation of the tender**

Tenders must be submitted through the electronic submission system (see point 1 in the Invitation to tender for further information).

**Make sure you submit your tender on time:** you are advised to start completing your tender early. To avoid any complications with regard to late receipt/non receipt of tenders within the deadline, please ensure that you submit your tender several hours before the deadline. A tender received after the deadline indicated in the procurement documents will be rejected.

##### **1.6.1 Language**

Tenders must be submitted in one of the official languages of the European Union. ECDC prefers, however, to receive documentation in English. Nonetheless, the choice of language will be not play any role in the consideration of the tender.

## **1.7 Contacts between ECDC and the tenderers**

Contacts between ECDC and tenderers are prohibited throughout the procedure, except in the following circumstances:

### **1.7.1 Written clarification before the deadline for submission of tenders**

Requests for clarification regarding this procurement procedure or the nature of the contract should be done **in writing only** through the eTendering website at <https://etendering.ted.europa.eu> in the "questions and answers" tab, by clicking "create a question".

Each request for clarification sent to ECDC should indicate the publication reference and the title of the tender.

The deadline for clarification requests is indicated in the timetable under section 1.2. Requests for clarification received after the deadline will not be processed.

At the request of the tenderer, ECDC may provide any additional information or clarification resulting from the request for a clarification on the eTendering website (see above).

ECDC may, on its own initiative, inform interested parties of any error, inaccuracy, omission or other clerical error in the text of the contract notice or in the tender specifications by publishing a corrigendum.

Tenderers should regularly check the eTendering website for updates.

### **1.7.2 After the closing date for submission of tenders**

If, after the tenders have been opened, some clarification is required in connection with a tender, or if obvious clerical errors in the submitted tender must be corrected, the ECDC may contact the tenderer, although such contact may not lead to any alteration of the terms of the submitted tender.

### **1.7.3 Visits to ECDC premises**

Not applicable.

### **1.7.4 Interviews**

The Evaluation Committee will not conduct interviews for this procedure.

## **1.8 Division into Lots**

This tender is not divided into lots. The tenderer must be in a position to provide all the services requested.

## **1.9 Variants**

Not applicable.

### **1.10 Confidentiality and public access to documents**

All documents presented by the tenderer become the property of the ECDC and are deemed confidential.

In the general implementation of its activities and for the processing of tendering procedures in particular, ECDC observes the following EU regulations:

- Council Regulation (EC) No. 1049/2001 of 30 May 2001 regarding public access to European Parliament, Council and Commission documents; and

- Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/ECText with EEA relevance.

The tender process will involve the recording and processing of personal data (such as a tenderer's name, address and CV). Such data will be processed pursuant to Regulation (EC) No. 2018/1725.

Unless indicated otherwise, a tenderer's replies to questions and any personal data requested by ECDC are required to evaluate the tender in accordance with the tender specifications and will be processed solely for that purpose by ECDC. A tenderer is entitled to obtain access to their personal data on request and to rectify any such data that is inaccurate or incomplete.

If you have any queries concerning the processing of your personal data, you may address them to the ECDC Data Protection Officer [dpo@ecdc.europa.eu](mailto:dpo@ecdc.europa.eu). You also have the right of recourse at any time to the European Data Protection Supervisor for matters relating to the processing of your personal data.

### **1.11 Contractual details**

A draft contract is attached to these technical specifications as **Annex I**.

Signature of the framework contract imposes no obligation on the Centre to order services. Only the implementation of the framework contract through specific contracts/order forms is binding for ECDC.

Each specific contract/order form will contain details of deliverables and timelines for particular services to be provided.

### **1.12 Electronic exchange of documents**

Please refer to the draft contract attached to these technical specifications as Annex I. The related documentation can be found at: [http://ec.europa.eu/dgs/informatics/supplier\\_portal/index\\_en.htm](http://ec.europa.eu/dgs/informatics/supplier_portal/index_en.htm). Other applications currently under development may be implemented on a voluntary basis during the contract execution.

### **1.13 Additional information**

By virtue of point 11.1(e) of Annex 1 to the Financial Regulation, ECDC reserves the option to launch further negotiated procedure, with the contractor chosen as a result of the present call for tender, for new services consisting in the repetition of similar services during the three years following the signature of the original contract.

### **1.14 Use of Electronic Procurement Tools (e-Procurement)**

The successful tenderer(s) shall take the appropriate measures to be compliant with e-invoicing and submit invoices through the system. The successful tenderer(s), whose tender was submitted as a joint tender, may be required to acquire a Global Location Number (GLN), at no additional cost for ECDC.

For additional information on ECDC's e-procurement tools, please refer to: <https://ecdc.europa.eu/en/about-us/procurement-and-grants>.

## 2 Terms of reference

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The terms of reference will become an integral part of the contract that may be awarded as a result of this tender procedure.

### 2.1 Introduction: Background to the invitation to tender

Through this tender ECDC intends to monitor the implementation of the Dublin Declaration on Partnership to Fight HIV/AIDS in Europe and Central Asia and to produce a series of reports with a detailed analysis of the progress of achievements in the HIV/AIDS response in Europe and Central Asia.

Against the background of the global emergency of the HIV/AIDS epidemic representatives of States and Governments from Europe and Central Asia, together with invited observers, met in Dublin, Ireland, from 23 to 24 February 2004, for the Conference “Breaking the Barriers – Partnership to fight HIV/AIDS in Europe and Central Asia” and prepared the Dublin Declaration on Partnership to fight HIV/AIDS in Europe and Central Asia. In an attempt to accelerate the implementation of the Declaration of Commitment on HIV/AIDS those countries who signed up to the Dublin Declaration agreed on a set of 33 actions in five thematic areas. At the end of 2007 the EU Commission requested ECDC to construct a framework in order to monitor the Dublin Declaration on a more systematic basis. In an attempt to limit the burden of country reporting ECDC harmonised the proposed indicators to already existing monitoring frameworks as much as possible, most notably those included in the UNAIDS Global AIDS Monitoring 2019<sup>1</sup>.

In September 2010, ECDC published its first progress report on the implementation of the Dublin Declaration<sup>2</sup>. Similarly, for the 2012<sup>3</sup>, 2014<sup>4</sup>, 2016<sup>5</sup> and 2018<sup>6</sup> reporting rounds ECDC has published a series of thematic reports and evidence briefs. This monitoring should now also serve as the main reporting system on the EU Member States progress towards achieving the Sustainable Development Goals, target 3.3.

ECDC works in close collaboration with international partners, such as UNAIDS, WHO and EMCDDA to ensure that reporting is streamlined and reporting burden on countries is reduced. In order to optimise synergies, ECDC’s ambition is to work in closer partnership with Civil Society networks (European AIDS Treatment Group and AIDS Action Europe), EU-funded projects and Joint Actions, as well as with other relevant societies and research networks (i.e. EACS, EuroCoord, EuroSIDA, RESPOND etc.).

Through the tender ECDC also intends to monitor the response to viral hepatitis across EU/EEA countries. ECDC was asked by the European Commission to develop a system for monitoring the hepatitis B and C response in EU/EEA countries to report on progress towards achieving the Sustainable Development Goals, target 3.3. ECDC developed a system, in close collaboration with the European Hepatitis B and C Network and partner agencies, which is compatible with the WHO work on monitoring of the Global Health Sector Strategy on Viral Hepatitis and of the WHO European Action Plan. The monitoring system utilises data from existing sources, where possible, to reduce the reporting burden on countries. Mapping of such existing data sources identified gaps in the availability of data for some indicators. ECDC developed a standardised data collection tool to collect data for a limited number of these indicators directly from national authorities. This tool was launched in December 2018 and the first round of data collection has been completed. A progress report based on the data from countries and existing sources will be published later in 2019.

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<sup>1</sup> UNAIDS. Global AIDS Monitoring 2019. [http://www.unaids.org/sites/default/files/media\\_asset/global-aids-monitoring\\_en.pdf](http://www.unaids.org/sites/default/files/media_asset/global-aids-monitoring_en.pdf)

<sup>2</sup> ECDC. Implementing the Dublin Declaration on Partnership to Fight HIV/AIDS in Europe and Central Asia: 2010 progress report. Stockholm: ECDC; 2010. [http://ecdc.europa.eu/en/publications/Publications/1009\\_SPR\\_Dublin\\_declaration\\_progress\\_report.pdf](http://ecdc.europa.eu/en/publications/Publications/1009_SPR_Dublin_declaration_progress_report.pdf)

<sup>3</sup> <https://ecdc.europa.eu/en/infectious-diseases-public-health/hiv-infection-and-aids/surveillance-and-disease-data/monitoring-0>

<sup>4</sup> <https://ecdc.europa.eu/en/infectious-diseases-public-health/hiv-infection-and-aids/surveillance-and-disease-data/monitoring-2>

<sup>5</sup> <https://ecdc.europa.eu/en/all-topics-zhiv-infection-and-aids/prevention-and-control/monitoring-implementation-dublin>

<sup>6</sup> <https://ecdc.europa.eu/en/all-topics/hiv-infection-and-aids/prevention/monitoring-implementation-dublin-2018>



## 2.2 Description of the services & scope of the contract

### 2.2.1 Contract objectives and scope

The overall **objective** of this call for tender is to:

1. Support ECDC to monitor the HIV and viral hepatitis B and C response in Europe and neighbouring countries<sup>7</sup>,
2. Collect, validate, clean and analyse the data to produce thematic progress reports and short evidence briefs taking into account the data submitted by countries in European and neighbouring countries.

The intended **target audience** for the thematic reports and evidence briefs are:

1. HIV and hepatitis programme implementers and non-governmental organisations in European and neighbouring countries,
2. Policy advisors and policy makers at national and European level.

### 2.2.2 Description of the work packages and tasks

#### Workpackage 1: HIV monitoring

For workpackage 1 the following tasks may be requested:

##### Task 1: Project inception

**Task 1.1:** The contractor will draft a project work plan, including the general methodological approach to be taken, milestones and timelines (including a Gantt chart) in accordance with the targets set by ECDC.

**Task 1.2:** The contractor will participate in regular briefing teleconferences with ECDC over the course of this project and provide minutes from these teleconferences.

**Task 1.3:** The contractor will participate in a one-day kick-off meeting with ECDC staff either face to face at ECDC or via video/teleconference within one month of contract signature. **(DL 1.1)** The draft project work plan will be discussed as well as lessons learnt from previous monitoring processes, methodological approaches, agreeing planning timelines, harmonisation approaches, strategy for coordinating with other EU-funded projects and exploring opportunities to use country reported data for the purposes of this project, data quality standards, outputs expected, etc.

**Task 1.4:** The contractor will prepare a report of the kick-off meeting described in 1.3 within two weeks of the kick off meeting, including the key issues discussed and decisions made, and update the project work plan accordingly. Once approved by ECDC, this final project plan will include the list of agreed reports and outputs requiring analysis plans.

**Task 1.5:** Together with ECDC, the contractor will approach relevant stakeholders to explore opportunities for using other available data for inclusion in the Dublin Declaration implementation analysis.

**Task 1.6:** Within two weeks of the kick-off meeting, the contractor will produce a two-page synopsis of the project for a general audience. The purpose of this synopsis is to outline the general scope and purpose of the project. This synopsis will be shared with relevant stakeholders for information about the ongoing project.

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<sup>7</sup> Countries included in the monitoring of the HIV response are the 53 member states of the WHO European region plus Kosovo (UNSC 1244) and Liechtenstein. For viral hepatitis, the countries to be included in the monitoring system include the member states of the EU/EEA.

Task 2: Supporting ECDC in managing meetings of the expert advisory group

**Task 2.1:** ECDC will establish an expert advisory group (approximately 15 members) to guide the project throughout its duration. The advisory group will consist of HIV experts from EU/EEA countries and other experts as deemed necessary. ECDC will select advisory group members based on regional representation and technical expertise. It is estimated that the advisory group will meet once a year to discuss various monitoring issues such as the contents of the questionnaire and analysis of the data collected. ECDC will chair the advisory group and be responsible for communication with the group. The contractor will support ECDC in the preparation of the advisory group meetings and prepare a meeting report (**DL 1.4**), including any presentations and background papers and be responsible for drafting the meeting reports within two weeks of the meeting. ECDC will fund and organise the administrative side of the one advisory group meeting per year. The tenderer(s) will fund their own participation to these advisory group meetings.

**Task 2.2:** In preparation of the first advisory group meeting in year one (potentially repeated in year three), the contractor will produce a concept paper (**DL 1.2**) outlining:

- The agreed process of the project delivery.
- Lessons learnt from the previous reporting round.
- A proposal for how to better monitor the HIV response in the region.
- A proposal of which indicators to include in the annual reporting round, taking into account the relative indicators from UN SDGs, the WHO Global Health Sector Strategy, the WHO European Action Plan, the UNAIDS Global Strategy/UN High level meeting declaration and the best possible harmonisation of indicators with UNAIDS, WHO and EMCDDA.
- A proposal for how to monitor implementation of the seven priority harm reduction interventions as identified in the ECDC/EMCDDA guidance on PWID<sup>8</sup> (considering HIV and hepatitis) and the seven prevention and care interventions as outlined in the ECDC guidance on MSM<sup>9</sup>.
- Methodological approach for the next reporting round, including a discussion on how to improve data quality standards and how to pre-populate the data collection tool with data submitted by countries in previous monitoring rounds.
- A draft data collection tool for reporting.

**Task 2.3** In preparation for the second advisory group meeting in year two (potentially repeated in year four), the contractor will:

- Prepare a preliminary analysis of all the data submitted by countries and present the key findings with the advisory group.
- Collate the comments of the advisory group and where relevant incorporate their observations in the final analysis.

**Task 2.4:** ECDC may ask the contractor to attend other ECDC meetings (**DL 1.8**) relevant to the monitoring of the HIV response in Europe and Central Asia. The contractor may be asked to take minutes from these meetings and produce summary meeting reports. Examples of relevant meetings may be:

- ECDC expert meetings on the continuum of HIV care.
- ECDC expert meetings on HIV prevention.
- ECDC network meetings on HIV surveillance.

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<sup>8</sup> ECDC and EMCDDA. Prevention and control of infectious diseases among people who inject drugs. Stockholm: ECDC; 2011. [https://ecdc.europa.eu/sites/portal/files/media/en/publications/Publications/111012\\_Guidance\\_infectious\\_diseases\\_IDU\\_brief.pdf](https://ecdc.europa.eu/sites/portal/files/media/en/publications/Publications/111012_Guidance_infectious_diseases_IDU_brief.pdf)

<sup>9</sup> ECDC. HIV and STI prevention among men who have sex with men. Stockholm: ECDC; 2015. <https://ecdc.europa.eu/sites/portal/files/media/en/publications/Publications/hiv-sti-prevention-among-men-who-have-sex-with-men-guidance.pdf>

Task 3: Development of an online data collection tool/questionnaire for the each reporting round

For even years (2020, 2022), the data collection tool **(DL 1.3)** will include a more comprehensive set of indicators. For uneven years (2021, 2023), the data collection tool will include a minimum set of indicators to be decided by the advisory group (i.e monitoring progress toward the 90-90-90 treatment targets, HIV testing and pre-exposure prophylaxis, etc.). The contractor is responsible to ensure that the used tool is compliant with the requirements of the General Data Protection Regulation (GDPR) and the contractor shall comply with the instructions in the Data Protection Annex included in the contract.

**Task 3.1:** The data collected should include HIV response data.

**Task 3.2:** The contractor will finalise the online data collection tool/questionnaire **(DL 1.5)** and see that it is adequately field-tested to ensure that no technical problems arise when sent out to countries.

**Task 3.3:** The online data collection tool/questionnaire will be pre-populated by the contractor with data submitted by countries in previous monitoring rounds, wherever available.

**Task 3.4:** The contractor will support countries which have technical difficulties in reporting through the online data collection tool/questionnaire.

**Task 3.5:** At the end of this contract the contractor shall transfer the online data collection tool/questionnaire and the validated database/s to ECDC. **(DL 1.7)**

Task 4: Analyse and produce technical reports

**Task 4.1:** Before the data call has closed (usually end March of the reporting year), the contractor is expected to prepare and submit a detailed analysis plan that covers all the agreed reports and outputs, to ECDC for approval. **(DL 1.8)** The contractor will then analyse the data and draft the full series of technical reports and briefs as agreed in the final project work plan. In the financial proposal, the contractor is asked to provide an estimated price for each of the four types of technical reports (see below), and based on budget availability ECDC will determine which reports to prioritise. ECDC envisages four types of technical reports that will require different levels of resources and time to produce (examples of these various technical reports can be found on the ECDC webpage<sup>10</sup>):

- Continuum of HIV care report (maximum 30 pages). **(DL 1.10)**
- Thematic reports (such as those on HIV testing and treatment - maximum 15 pages). **(DL 1.11)**
- Key population reports (maximum 10 pages). **(DL 1.12)**
- Evidence briefs (maximum 6 pages). **(DL 1.13)**

**Task 4.2:** Once the draft reports have been sent out to countries for validation, the contractor will support ECDC in revising the reports taking into account updated information.

**Task 4.3:** The contractor will also support ECDC with the source files of figures and maps used in the reports.

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<sup>10</sup> <https://ecdc.europa.eu/en/all-topics-zhiv-infection-and-aidsprevention-and-control/monitoring-implementation-dublin>

## **Workpackage 2: Hepatitis monitoring**

For workpackage 2 the following tasks may be requested:

### Task 5: Project inception

**Task 5.1:** The contractor will produce a draft project work plan, including the general methodological approach to be taken, milestones and timelines (including a Gantt chart) in accordance with the targets set by ECDC.

**Task 5.2:** The contractor will participate in regular briefing teleconferences with ECDC over the course of this project and provide minutes from these teleconferences.

**Task 5.3:** The contractor will participate in a one-day kick-off meeting with ECDC staff either face to face at ECDC or via video/teleconference within one month of contract signature. **(DL 2.1)** The draft project work plan will be discussed as well as lessons learnt from previous monitoring processes, methodological approaches, agreeing planning timelines, harmonisation approaches, strategy for coordinating with other EU-funded projects and exploring opportunities to use country reported data for the purposes of this project, data quality standards, outputs expected, etc.

**Task 5.4:** The contractor will prepare a report of the kick-off meeting described in task 5.3. within two weeks of the kick off meeting, including the key issues discussed and decisions made, and update the project work plan accordingly. Once approved by ECDC, this final project plan will include the list of agreed reports and outputs requiring analysis plans. **(DL 2.3)**

**Task 5.5:** Together with ECDC, the contractor will approach relevant stakeholders to explore opportunities for using other available data for inclusion in the analysis.

**Task 5.6:** Within two weeks of the kick-off meeting, the contractor will produce a two-page synopsis of the project for a general audience. The purpose of this synopsis is to outline to general scope and purpose of the project. This synopsis will be shared with relevant stakeholders for information about the ongoing project.

### Task 6: Supporting ECDC in managing meetings of the expert advisory group

**Task 6.1:** ECDC has established an expert advisory group (approximately 15 members) to guide the project throughout its duration. The advisory group will consist of viral hepatitis experts from EU/EEA countries and other experts as deemed necessary. ECDC will select advisory group members based on regional representation and technical expertise. It is estimated that the advisory group will meet once a year to discuss various monitoring issues such as the contents of the questionnaire and analysis of the data collected. ECDC will chair the advisory group and be responsible for communication with the group. The contractor will support ECDC in the preparation of the advisory group meetings and prepare a meeting report **(DL 2.4)**, including any presentations and background papers **(DL 2.2)** and be responsible for drafting the meeting reports within two weeks of the meeting. ECDC will fund and organise the administrative side of the two advisory group meetings. The tenderer(s) will fund their own participation to these advisory group meetings.

**Task 6.2:** In preparation of the first advisory group meeting, the contractor will produce a concept paper outlining:

- The agreed process of the project delivery.
- Lessons learnt from the previous reporting round.
- A proposal for how to better monitor the hepatitis response in the region.
- A proposal of which indicators to include in the next reporting round, taking into account the relative indicators from UN SDGs, the WHO Global Health Sector Strategy, the WHO European Action Plan and the best possible harmonisation of indicators with WHO and EMCDDA.

- Methodological approach for the 2020 reporting round, including a discussion on how to improve data quality standards and how to pre-populate the data collection tool with data submitted by countries in previous monitoring rounds.
- A draft data collection tool.

#### Task 7: Development of an online data collection tool/questionnaire

The contractor is responsible to ensure that the used tool is compliant with the requirements of the General Data Protection Regulation (GDPR) and the contractor shall comply with the instructions in the Data Protection Annex included in the contract.

**Task 7.1:** The contractor will develop a draft online data collection tool/questionnaire **(DL 2.3)** and ensure that it is adequately field-tested to ensure that no technical problems arise when sent out to countries.

**Task 7.2:** The final online data collection tool/questionnaire **(DL 2.5)** will be pre-populated with data submitted by countries in previous monitoring rounds.

**Task 7.3:** The contractor will support countries which have technical difficulties in reporting through the online data collection tool/questionnaire.

**Task 7.4:** At the end of this contract the contractor shall transfer the online data collection tool/questionnaire and the validated database/s to ECDC. **(DL 2.7)**

#### Task 8: Analyse and produce technical reports

**Task 8.1:** Before the data call has closed, the contractor is expected to prepare and submit a detailed analysis plan that covers all the agreed reports and outputs, to ECDC for approval. **(DL 2.8)** The contractor will then analyse the data and draft the full series of technical reports and briefs as agreed in the final project work plan. In the financial proposal, the contractor is asked to provide an estimated price for each of the different types of technical reports (see below). ECDC will determine which reports to prioritise. ECDC envisages three types of technical reports that will require different levels of resources and time to produce (examples of these various technical reports can be found on the ECDC webpage<sup>11</sup>):

- Continuum of care report (approximately 20-30 pages). **(DL 2.9)**
- Key population reports (approximately 7-10 pages). **(DL 2.10)**
- Draft evidence brief/s (approximately 4-6 pages). **(DL 2.11)**

**Task 8.2:** Once the draft reports have been sent out to countries for validation, the contractor will support ECDC in revising the reports taking into account updated information.

**Task 8.3:** The contractor will also support ECDC with the source files of figures and maps used in the reports.

### **2.2.3 Deliverables, reporting and project schedule**

The following deliverables may be requested. Some of these deliverables can be repeated. The exact time schedule for deliverables will be specified in each specific contract. Written deliverables should be of a high standard of English (C1 equivalent), reports should be of a quality (content and format) suitable for publication and in accordance to the ECDC author guidelines<sup>12</sup>.

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<sup>11</sup> <https://ecdc.europa.eu/en/all-topics-zhiv-infection-and-aidsprevention-and-control/monitoring-implementation-dublin>

<sup>12</sup> <http://intranet.ecdcnet.europa.eu/workinghere/services/Pages/publications-guides-for-authors.aspx>

**Work package 1:**

- DL 1.1:** The report from the kick-off meeting. The report will include lessons learnt from previous monitoring processes, methodological approaches, agreeing planning timelines, a discussion on how to improve data quality standards, expected outputs, harmonisation approaches, strategy for coordinating with other EU-funded projects and exploring opportunities to use country reported data for the purposes of this project. The report will include the updated project work plan and a synopsis of the project as described in task 1.6.
- DL 1.2:** A concept paper determining which indicators to include in the specific reporting round. This concept paper should take into account the process of previous reporting rounds, including indicator performance. In addition, this concept paper should include an analysis of what other data sources could be used for the purposes of analysis and a suggested process for how to collect/access this additional data.
- DL 1.3:** A draft online data collection tool/questionnaire, which should be based on large part on the data collection tool used in the previous monitoring round (to be discussed with countries in the advisory group).
- DL 1.4:** Attend and draft a meeting report from the Dublin Declaration advisory group meeting (up to one advisory group meeting every year).
- DL 1.5:** A final online data collection tool/questionnaire based on the input from the advisory group and the country field testing. The final online data collection tool/questionnaire should be pre-populated with the latest reported data in order to minimise the reporting burden in countries. The tool should be launched in January with a deadline for reporting in March of the reporting year.
- DL 1.6** Provision of hosting of the data collection tool on an IT platform and making available the data collection tool for a period of five months.
- DL 1.7:** Extracted, cleaned and validated data submitted by countries into a database.
- DL 1.8:** Take part in a meeting (face-to-face or virtual) with ECDC to finalise an analysis plan based on the data submitted.
- DL 1.9:** Take part in a relevant ECDC meeting to ensure that data presented are captured for the purposes of Dublin Declaration implementation reporting and draft meeting minutes.
- DL 1.10:** Draft continuum of hepatitis care report (maximum 30 pages).
- DL 1.11:** Draft thematic report/s (maximum 15 pages).
- DL 1.12:** Draft key population report/s (maximum 10 pages).
- DL 1.13:** Draft evidence brief/s (approximately 4-6 pages).
- DL 1.14:** Draft scientific manuscript/s based on the data ready for submission to a peer-reviewed open access journal after review and approval by the co-authors at ECDC. The final focus of the article will be agreed upon with the co-authors at ECDC. ECDC follows a [strict open access policy](#) and therefore contractors must be prepared to submit manuscript/s for peer-reviewed publication to open access journals. Should there be any publication fee, it must be paid by the contractor through the project budget. Any publication will also follow the ECDC [authorship policy](#).

**Work package 2:**

- DL 2.1:** The report from the kick-off meeting. The report will include lessons learnt from previous monitoring processes, methodological approaches, agreeing planning timelines, a discussion on how to improve data quality standards, expected outputs, harmonisation approaches, strategy for coordinating with other EU-funded projects and exploring opportunities to use country reported data for the purposes of this project. The report will include the updated project work plan and a synopsis of the project.
- DL 2.2:** A concept paper determining which indicators to include in the specific reporting round. This concept paper should take into account the process of previous reporting rounds, including indicator performance. In addition, this concept paper should include an analysis of what other data sources could be used for the purposes of analysis and a suggested process for how to collect/access this additional data.
- DL 2.3:** A draft online data collection tool/questionnaire, which should be based on large part on the data collection tool used in the previous monitoring round (to be discussed with countries in the advisory group).
- DL 2.4:** Attend and draft a meeting report from the advisory group meeting (up to one advisory group meeting every year).
- DL 2.5:** A final online data collection tool/questionnaire based on the input from the advisory group and the country field testing. The final online data collection tool/questionnaire should be pre-populated with the latest reported data in order to minimise the reporting burden in countries.
- DL 2.6** Provision of hosting of the data collection tool on an IT platform and making available the data collection tool for a period of five months.
- DL 2.7:** Extracted, cleaned and validated data submitted by countries into a database.
- DL 2.8:** Take part in a meeting (face-to-face or virtual) with ECDC to finalise an analysis plan based on the data submitted.
- DL 2.9:** Draft continuum of hepatitis care report (maximum 30 pages).
- DL 2.10:** Draft key population report/s (maximum 10 pages).
- DL 2.11:** Draft evidence brief/s (approximately 4-6 pages).
- DL 2.12:** Draft scientific manuscript/s based on the data ready for submission to a peer-reviewed open access journal after review and approval by the co-authors at ECDC. The final focus of the article will be agreed upon with the co-authors at ECDC. ECDC follows a [strict open access policy](#) and therefore contractors must be prepared to submit manuscript/s for peer-reviewed publication to open access journals. Should there be any publication fee, it must be paid by the contractor through the project budget. Any publication will also follow the ECDC [authorship policy](#).

**2.2.4 Duration of the contract**

ECDC wishes to conclude a contract for an initial period of 24 months and a maximum total duration of 48 months.

**2.2.5 Place of performance of the contract**

All tasks will be expected to be performed at the contractor's premises, aside from attendance at meetings.



## **2.3 Prices**

### **2.3.1 Currency of tender**

The Financial Proposal Form in **Annex II** must be used to submit a tender.

The price for the tender must be quoted in euro. 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.

### **2.3.2 All-inclusive prices**

Prices submitted in response to this tender must be inclusive of all costs involved in the performance of the contract (e.g. to include delivery, supply and installation, maintenance, travel, subsistence, etc). No expenses incurred in the performance of the services will be reimbursed separately by ECDC.

### **2.3.3 Price revision**

Prices submitted in response to this tender shall be fixed and not subject to revision for Specific Contracts concluded during the first year of performance of the Framework Contract.

From the beginning of the second year of performance of the Framework Contract, prices may be revised upwards or downwards each year, where such revision is requested by one of the contracting parties by notice served no later than three months before the anniversary of the date on which the Framework Contract became effective.

Specific Contracts shall be concluded on the basis of the prices in force on the date on which they are signed. Such prices shall not be subject to revision.

See Article II.20 "Price revision" in Annex I – Draft contract for the formula used for the calculation of the price revision.

### **2.3.4 Costs involved in preparing and submitting a tender**

ECDC will not reimburse any costs incurred in the preparation and submission of a tender. Any such costs must be paid by the tenderer.

### **2.3.5 Protocol on the Privileges and Immunities of the European Union**

The Centre is, as a rule, exempt from all taxes and duties, and in certain circumstances is entitled to a refund for indirect tax incurred, such as value added tax (VAT), pursuant to the provisions of articles 3 and 4 of the Protocol on Privileges and Immunities of the European Union. Tenderers must therefore quote prices which are exclusive of any taxes and duties.

### **2.3.6 Payments**

The distribution of payments and the mandatory reporting is detailed in Annex I – Draft Contract.



### **2.3.7 Financial guarantees**

ECDC may require a pre-financing guarantee or a performance guarantee from the Contractor chosen as a result of this tendering procedure. When such guarantee is requested, the specific conditions related to the provision of a guarantee are included in the draft contract (Annex I). The costs for the guarantee shall be borne by the Contractor.

## 3 Exclusion and selection criteria

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### 3.1 Exclusion criteria

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

The successful tenderer shall provide the documents mentioned as supporting evidence in Annex III before signature of the contract and within a deadline given by the contracting authority. This requirement applies to all members of the consortium in case of joint tender.

The contracting authority may waive the obligation for a tenderer to submit documentary evidence if such evidence has already been submitted for another procurement procedure and provided the documents were issued not more than one year earlier and are still valid. In such cases, the candidate or tenderer must declare on his honour that the documentary evidence has already been provided in a previous procurement procedure, provide reference to that procedure, and confirm that there has been no change in the situation.

### 3.2 Selection criteria

All tenderers shall provide the declaration on their honour (see Annex III), duly signed and dated by an authorised representative of the tenderer, stating that they fulfil the selection criteria applicable to them.

#### 3.2.1 Legal capacity

##### Requirement

A tenderer is asked to prove that they are authorised to perform the contract under the national law as evidenced by inclusion in a trade or professional register, or a sworn declaration or certificate, membership of a specific organisation, express authorisation or entry in the VAT register.

##### Evidence required

The tenderer shall provide a duly filled in and signed Legal Entity Form (see **Annex VII**) accompanied by the documents requested therein.

(Where the tenderer has already signed another contract with ECDC, they may provide instead of the legal entity file and its supporting documents a copy of the legal entity file provided on that occasion, unless a change in his legal status occurred in the meantime).

#### 3.2.2 Economic and financial capacity

##### Requirement

The tenderer must be in a stable financial position and have the economic and financial capacity to perform the contract.

The tenderer must have for each of the past three financial years for which accounts have been closed, an average annual turnover of at least € 100,000<sup>13</sup>.

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<sup>13</sup> In the case of tenderers from outside Eurozone, ECDC will calculate amounts of turnovers using exchanges rates for December of the relevant financial year as published in the Official Journal of the European Union:  
[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/infoeuro/infoeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_en.cfm).

## **Evidence required**

**For-Profit Organisations** (whose primary goal is making a profit) shall provide, as part of their tenders:

- duly completed and signed Simplified Financial Statement, available in Annex VI
- copy of the profit & loss account and balance sheet for the last three years for which accounts have been closed.

**Non-Profit Organisations** (formed for the purpose of serving a public or mutual benefit other than the pursuit or accumulation of profits for owners or investors) shall provide, as part of their tenders:

- duly completed and signed Simplified Financial Statement, available in Annex VI,
- copy of the statement of financial activities and statement of the financial position for the last three years for which accounts have been closed.

**Public sector entities** (including public universities and international organizations), which according to the law of the country in which they are established are NOT required to publish balance sheets, shall:

- complete line 14 (Revenue) of the Simplified Financial Statement only (version for non-profit organisations) available in Annex VI,
- provide extracts from their last three budgets (including the current one) as evidence of their average budget amounting to at least € 100,000 which satisfy the requirements under the Simplified Financial Statement.

### **Individuals shall:**

- only complete line 14 (Revenue) of the Simplified Financial Statement (version for non-profit organisations), available in Annex VI
- provide extracts from any available documents (e.g. income tax returns) as evidence on their average income for the last three financial years amounting to at least € 100,000 which satisfy the requirements under the Simplified Financial Statement.

When completing the Simplified Financial Statement tenderers are requested to observe the following:

1. It must be signed by the authorised representative of the tenderer or tendering entity.
2. In the case of a consortium submitting a tender, or in cases of subcontracting (if the tenderer relies on the capacities of subcontractor(s) to fulfil economic and financial requirement), the Simplified Financial Statement must be included in the tender for all consortium partners and subcontractors.
3. ECDC reserves the right during the tendering process and before award of contract to request further evidence of the tenderer's compliance with the economic & financial capacity requirement. In this instance copies of official financial statements (e.g. balance sheets and profit & loss accounts or financial position and financial activities statements) for up to three financial years may be requested or any other document enabling ECDC to verify the tenderer's economic and financial capacity.
4. If additional evidence is not provided in response to ECDC's request within the deadline specified, or if the information provided is proved false, ECDC reserves the right to reject the tender as non-compliant with selection criteria.

### **3.2.3 Technical and professional capacity**

#### **A. Criteria relating to tenderers**

Tenderers (in case of a joint tender the combined capacity of all members of the group and identified subcontractors) must comply with the criteria listed below.

The project references indicated below consist in a list of relevant services provided in the past three years, with the sums, dates and clients, public or private, accompanied by statements issued by the clients.

- **Criterion A1:** The tenderer must prove experience (three years) in the field of monitoring and evaluation as well as in survey techniques, data collection, statistical analyses, drafting reports and recommendations.

**Evidence A1:** The tenderer must provide references for two projects delivered in these fields in the last three years with a minimum value for each project of € 30,000.

- **Criterion A2:** The tenderer must prove capacity to work in English (C1 equivalent<sup>14</sup>).

**Evidence A2:** The tenderer must provide references for two projects delivered in the last three years showing the necessary language coverage.

- **Criterion A3:** The tenderer must prove capacity to draft reports in English (C1 equivalent<sup>15</sup>).

**Evidence A3:** The tenderer must provide one document of at least 10 pages (report, study, etc.) in this language that it has drafted and published or delivered to a client in the last two years. The verification will be carried out on 5 pages of the document.

- **Criterion A4:** The tenderer must prove its capacity to work in more than one EU country.

**Evidence A4:** The tenderer must provide references for at least one project delivered in the last three years. The project in question must cover the required geographical scope.

#### **B. Criteria relating to the team delivering the service**

The team delivering the service should include, as a minimum, the following profiles. Evidence will consist in CVs of the team responsible to deliver the service. Each CV should indicate the intended function in the delivery of the service.

**B1 - Project Manager:** At least five years 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 (at least € 30,000 and at least three countries covered), with experience in management of team of at least two people.

**Evidence:** CV

**B2 - Language quality check:** at least two members of the team should have at least C1 level in the Common European Framework for Reference for Languages<sup>16</sup> in English.

**Evidence:** a language certificate or past relevant experience.

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<sup>14</sup> Common European Framework of Reference for Languages: Learning, Teaching, Assessment (<http://www.coe.int/lang-cefr>)

<sup>15</sup> Common European Framework of Reference for Languages: Learning, Teaching, Assessment (<http://www.coe.int/lang-cefr>)

<sup>16</sup> See [http://www.coe.int/t/dg4/linguistic/Cadre1\\_en.asp](http://www.coe.int/t/dg4/linguistic/Cadre1_en.asp)

**B3 - Expertise in HIV and hepatitis monitoring and surveillance:** At least five years of professional experience in monitoring HIV and/or hepatitis programmes in Europe.

**Evidence:** CV and declaration of conflict of interest (see links to templates in “List of annexes”).

**B4 - Team for data collection:** Collectively the team of at least two people should have knowledge of the English language and proven experience of four years in data collection techniques.

**Evidence:** CV and a language certificate or past relevant experience.

## 4 Award of the contract

Tenders are opened and evaluated by a committee, possessing the technical and administrative capacities necessary to give an informed opinion on the tenders. The committee members are nominated on a personal basis by ECDC under guarantee of impartiality and confidentiality. Each of them has equal voting rights.

### 4.1 Technical proposal

The assessment of technical quality will be based on the ability of the tenderer to meet the purpose of the contract as described in the terms of reference. To this end, the technical proposal shall contain the following information to allow evaluation of the tender according to the technical criteria mentioned in section 4.2:

- A description of the approach proposed and the proposed methods to be applied; means to be used to meet the objectives of the terms of reference and assessment of the main issues, limitations, risks of the analyses to be carried out as well as the proposed mitigation measures;
- Work organisation and planning (including major milestones and dates for meetings with ECDC to report on progress, as requested in section 2.2.3 of these tender specifications);
- Description of the involvement of the proposed key experts (roles and responsibilities) to execute the planned activities, in particular to cover the key analyses and investigations of the study.

The information in the technical proposal must be consistent with the terms of reference and must be signed by the tenderer.

### 4.2 Technical evaluation

The quality of technical tenders will be evaluated in accordance with the award criteria and the associated weighting as detailed in the evaluation grid below.

No	Criteria	Max points
1	Quality and relevance of the proposed methodology	50
2	Quality of the organisation of the work to be carried out in order to achieve the objectives:	50
	▪ Management and coordination of the future contract (20)	
	▪ Balance of professional profiles according to requested tasks (20)	
	▪ Assessment of risks and quality of mitigation measures (10)	
	<b>TOTAL</b>	<b>100</b>

Only tenders scoring **70 points** or more (of a maximum of 100) points against the technical award criteria will have their financial proposal evaluated.

Tenders scoring less than **60%** for any award criterion will be deemed to be of insufficient quality and eliminated from further consideration.

### 4.3 Financial proposal

The financial proposal should be presented in the format found in **Annex II**.

#### 4.4 Choice of the selected tender

The contract will be awarded to the tenderer offering the best value for money, taking into account the awarding criteria listed above. No award criteria and sub-criteria other than those detailed above will be used to evaluate the tender.

The weighting of quality and price will be applied as follows:

Score for tender X	=	$\frac{\text{cheapest price}}{\text{price of tender X}}$	*	100	*	40% (price weighting)	+	Total quality score (out of 100) for all criteria of tender X	*	60% (quality weighting)
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**“Price of tender X” is the total price of workpackage 1 + 2 in accordance with the financial proposal in Annex II.**

#### 4.5 No obligation to award

Completing the procedure of the call for tenders in no way imposes on the ECDC an obligation to award the contract. ECDC shall not be liable for any compensation with respect to tenderers whose tenders have not been accepted, nor shall ECDC be liable when deciding not to award the contract.

#### 4.6 Notification of outcome

Each tenderer will be informed in writing about the outcome of the call for tender.

If tenderers are notified that a tender has not been successful, tenderers may request additional information by mail. At the discretion of ECDC, this information can be given in a follow-up letter providing further details in writing, such as the name of the tenderer to whom the contract is awarded and a summary of the characteristics and relative advantages of the successful tender. However, ECDC would like to stress that it is not free to disclose any information affecting the commercial interests of other tenderers.

## List of Annexes

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Annex I — Draft contract

Annex II — Financial proposal form

Annex III — [Declaration of honour on exclusion criteria and selection criteria](#)

Annex IV — [Authorised signatory form](#)

Annex V — [Tender submission checklist](#)

Annex VI — [Simplified Financial Statements \(for profit and non-profit organisations\)](#)

Annex VII — [Legal entity form](#)

[Financial identification form](#)

[Curriculum vitae template](#)