



EUROPEAN COMMISSION
DIRECTORATE-GENERAL JUSTICE AND CONSUMERS

TENDER SPECIFICATIONS

ATTACHED TO THE INVITATION TO TENDER

OPEN CALL FOR TENDER NO. JUST/2014/RPPI/PR/EQUA/0150

Pilot project - Capacity-building for Roma civil society and strengthening its involvement in the monitoring of National Roma Integration Strategies.

I. TECHNICAL SPECIFICATIONS

I.1. Introduction

The EU Framework for National Roma Integration Strategies calls upon Member States to include strong monitoring mechanisms and involve civil society, including Roma organisations, in the implementation and monitoring of the strategies.

The Commission reports annually on the implementation of the National Roma Integration Strategies (NRIS) and on the progress made to the European Parliament and the Council, as well as in the context of the European Semester. The Commission's assessment is based on the contribution received by various stakeholders, including civil society organisations.

The Commission has committed to continue a regular dialogue with civil society, support grassroots NGOs and involve civil society in the monitoring of progress. Capacity-building is needed to prepare local Roma civil society organisations to contribute to this monitoring.

With a view to better involving the Roma civil society in the monitoring of progress, the Commission, following an initiative of the European Parliament, has decided to launch this call for tenders.

I.2. Purpose of the contract

The objectives of this pilot project are to contribute to the creation and capacity-building of local Roma civil society as well as a monitoring mechanism regarding Roma integration and inclusion in 27 EU Member States (Malta is not included).

This includes in particular the production and dissemination of ‘shadow reports’ where civil society or NGO coalitions could supplement or present alternative information and data to the reports submitted by Member States concerning the implementation of their national Roma integration strategies. The monitoring shall focus on the local implementation of strategies in the four key areas (employment, education, housing and health), in the fields of anti-discrimination and gender equality and would also provide information on the level of involvement of civil society, the use of EU Funds and mainstreaming of Roma inclusion measures under public education, employment, health and housing policies.

The shadow reports could provide local knowledge to national and Union policy processes and reflect on the real social impact of government measures.

The capacity-building of local Roma civil society should contribute to the implementation of the National Roma Integration Strategies and should be explicitly linked to a bottom-up, evidence-based monitoring process.

For countries with the largest Roma communities and most acute challenges, the impact of mainstream public policy reform on Roma should also be evaluated and assessed by the civil society organisations. Such analysis could take the form of additional reports and case studies including on specific mainstream policy measures with a significant impact on Roma. In addition, in these countries, local level implementation of NRIS and policies relevant for Roma inclusion should also be assessed in at least 3-4 most relevant municipalities (including data collection from Roma communities). Some analytical capacity in these countries should also be reserved for ad hoc reports

assessing relevant new developments (such as new legislation or relevant calls on Roma inclusion under the European Structural and Investment Funds).

I.3. Tasks to be carried out by the contractor

The contractor will carry out its tasks in close collaboration with the Commission services (JUST/D/3-Antidiscrimination and Roma coordination Unit) and with the corresponding EC Representations.

The contractor is expected to provide a work-plan including objectives, clear outcomes and indicators to be achieved and indicating timing and distribution of tasks in its bid.

The work-plan should cover the following elements: approach to selection of NGOs, differentiated approach to countries with the largest Roma communities and/or most acute challenges, approach to capacity-building, model of additional evaluation reports for countries with the largest Roma communities and/or most acute challenges, approach to quality assurance, communication and dissemination plan.

The European Commission must agree with this work-plan at the beginning of the contractual period.

1.3.1. Task 1: Selection of NGOs active at the local level

The contractor shall select 90 non-governmental organizations (NGOs) active at the local level in the Member States that are representative of the Roma community in the given Member State, following specific objective selection criteria approved by the European Commission.

The tenderers shall present in their bid the set of selection criteria that they propose to use for the selection of the NGOs. The Commission will endorse/modify the criteria proposed by the winning bidder at the moment of the kick-off meeting. The list of NGOs selected on the basis of these criteria shall also be subject to the Commission's approval.

The final list of 90 selected NGOs shall consist of the following:

- 8 NGOs from each of the Member States with the largest Roma communities and/or most acute challenges: Bulgaria, Czech Republic, Hungary, Romania and Slovakia (total number = 40); and
- 50 NGOs from the remaining Member States (with the exception of Malta); the contractor shall optimize the geographical impact by ensuring the coverage of as many Member States as possible, taking into account the size of the Roma community in the individual Member States, as well as the number of Roma NGOs existing in each Member State and the scale of challenges currently faced by the Roma community in each Member State.

The tenderer is not required to provide a list of nominated NGOs in their offer. However, for the 50 NGOs in the remaining Member States they are required to indicate, by country, the number of NGOs they propose to work with and demonstrate how this ensures the maximum geographical, country and EU-wide impact.

Following the kick-off meeting, the tenderer shall, at the time of presentation of the inception report for approval, provide the lists of NGOs selected in conformity with the final selection criteria established/accepted in the kick-off meeting, for approval by the Commission.

Therefore, the tenderer should indicate in their bid the cost by country in relation to the number of NGOs they propose for that country.

The selected NGOs could form a coalition and should have demonstrated experience in policy implementation and/or policy advocacy in the fields of education, employment, health, housing and antidiscrimination. Roma integration should be part of the main profile of the activities of the NGOs. The selected NGOs should ensure an active participation of Roma women in their activities and be able to mentor other small NGOs at the local level.

1.3.2. Task 2: Organisation of the capacity-building programme

The contractor shall organize a capacity-building programme for the selected NGOs in order to enable these NGOs to be effectively and actively involved in the assessment of the NRIS. More specifically, the contractor shall ensure that the selected organizations will have the capacity to draft shadow reports on the NRIS of the relevant Member State.

The contractor is requested to organise at least four thematic workshops tailored to the specific needs of the selected NGOs. At the end of the workshops cycle, the NGOs should be ready for a more efficient involvement in the monitoring of National Roma Integration Strategies.

The aims of the workshops are to train the selected NGOs on:

- Collecting, sorting and using relevant data including from the local level
- Drafting a comprehensive national report
- Disseminating the results of the report, including a presentation of the report at national Roma platforms
- Applying for funding at national and European level

1.3.3. Task 3: Development of the shadow reports (template to be followed by the selected NGOs)

The reporting framework should closely follow the reporting of the Member States on their measures under the 2013 Council Recommendation on effective Roma integration measures in the Member States. The Commission will provide a template to the successful tenderer. This will be cost-neutral for the successful tenderer.

The aforesaid shadow reports need to be well documented and based on objective data covering the entire range of progress achieved (or the lack thereof) by the relevant Member State in the implementation of its NRIS. The shadow reports shall inform the European Commission about the point of view of the NGOs on the respective Member States' NRIS and shall be therefore complementary to the Member States' own reports on the NRIS and the reports drafted by the FRA and any Roma umbrella organisations.

1.3.4. Task 4: Assistance to selected NGOs

The contractor shall give assistance to the selected NGOs for the preparation of their first annual shadow report (one report per country) and quality control of each report (compliance with the model template) before its submission to the European Commission (for the three years covered by the contract). The contractor shall also produce a synthesis report based on the horizontal findings of all national reports. This synthesis report should also follow the structure to be agreed for Member

States reporting on their measures under the 2013 Council Recommendation on effective Roma integration measures in the Member States.

1.3.5. Task 5: Organisation of a network of selected NGOs

The contractor shall establish and organise a network of selected NGOs (at national level of each Member State and across the EU) with a view to promoting cooperation and coordination among NGOs at the national level aimed at developing joint assessment and common positions reflected in the shadow reports and facilitating an exchange of opinions and good practices among NGOs across Member States. The contractor is also requested to develop appropriate networking tools for internal communication and mutual learning within the coalition (e.g. social media).

I.4. Structure required to fulfil the tasks

The contractor should put in place an appropriate structure in order to fulfil the tasks set out above. The tenderer(s) can include different organisations in a consortium and/or external individual experts (for whom the tenderer has to provide the Commission with letters of commitment signed by each when submitting the tender) to ensure full and appropriate coverage of geographic and policy expertise relevant for Roma integration.

The contractor must appoint a single contact point for the Commission services who will be responsible for the overall quality control in order to ensure that the Commission is provided with accurate, up-to-date and relevant information of the highest quality.

The contractor will carry out its tasks in close collaboration with the Commission services. The contractor shall take due account of the work already carried out by the Commission and other relevant organisations so as to build upon their expertise and experience and to avoid any possible duplication of work. This also means that the contractor must seek synergies and avoid overlapping with existing EU co-financed projects.

English will be the working language and the language in which all the deliverables and reports of this contract will be produced. In addition, all national reports should also be made available in the national language of the Member State concerned. Translation/interpretation in all official languages of the European Union and, if possible, in Romani must be foreseen whenever needed, to properly communicate with civil society and other relevant stakeholders in the Member States.

I.5. Roma involvement and gender mainstreaming

The contractor will take the necessary steps to ensure that Roma involvement and gender equality issues are taken into account for the drafting of the bid by paying attention to the situation and needs of Roma communities on the one hand, and women and men on the other hand.

Implementation of the requested tasks should include a gender perspective by considering systematically both gender dimensions (performance monitoring includes the collection and gathering of data disaggregated by sex when needed; the proposed team and/or staff should include Roma for at least the countries with the largest Roma communities and or most acute challenges and respect the gender balance at all levels).

I.6. Publicity and information requirements

The Contractor is under the obligation to acknowledge that the present service is delivered on behalf of the Commission in all documents and media produced, in particular final delivered outputs, related reports, brochures, press releases, videos, software, etc., including at conferences or seminars.

With regard to publication and any communication plan linked to the present service, the contractor shall conform to the corporate visual identity of the European Commission by applying the graphic rules set out in the European Commission's Visual Identity Manual, including its logo¹.

For publications, it is also necessary to include the following reference: “This document has been prepared for the European Commission, however it reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.”

I.7. Documentation to be produced and timetable

Considering that some deliverables might be published by the European Commission, the contractor must provide a thorough quality and English check of every document sent to the Commission.

I.7.1. Inception report

An inception report shall be submitted to the Commission 2 months at the latest after the date of signature of the contract. It must include deliverables and an implementation time schedule and take into account the elements of the kick-off meeting.

I.7.2. Interim reports (5 in total)

Five interim reports showing progress of the work shall be submitted to the Commission in accordance with the reporting deadlines agreed in the kick-off meeting. The topic of these reports would be the monitoring of the contractor's work covering the preceding period. The timing of the reports should, where possible, be aligned with Member States annual reporting on their measures under the 2013 Council Recommendation.

I.7.3 Final report

At the latest 36 months after the signature of the contract, the contractor will submit to the Commission a final report accompanied by all deliverables foreseen in the contract (as specified under section 1.3 describing the tasks).

Also, as mentioned in section I.5. Roma involvement and gender mainstreaming, the contractor is required to explain in its final activity report its achievements in meeting the described equal opportunities provisions.

I.7.4. Additional ad hoc reports

The contractor may be required to produce a maximum of three additional ad hoc reports per year of maximum ten pages upon specific request of the Commission.

¹ The Visual Identity Manual of the European Commission is available upon request. Requests should be made to the following e-mail address: comm-visual-identity@ec.europa.eu

1.7.5. Report format and publication

The reports shall be supplied in electronic form in MS Word and in PDF to the address that will be mentioned in the contract to be signed between the Commission and the contractor.

The style of drafting of **all** reports should be web-oriented.

1.8. Duration of performance

The duration of the contract will be 36 months.

The specific deadlines for the completion of each of the tasks set out will be agreed between the European Commission and the contractor during the kick off meeting and updated during the interim state of play.

1.9. Place of performance

The tasks will be performed on the Contractor's premises and in the Member States of the selected NGOs. However, meetings between the contractor and the Commission will be held on Commission premises in Brussels. The contractor should plan for an estimated 3 meetings/year in Brussels, including a kick off, a mid-term review and a closing meeting and at least 6 meetings/year in countries with the largest Roma communities and/or most acute challenges and 3 meetings/year in other Member States. One yearly presentation and in-depth discussion of the national reports in national Roma platforms (coordinated by National Roma Contact Points) should be foreseen prior to finalisation of national reports. One yearly presentation of the synthesis report and the national reports of at least the countries with the largest Roma communities and/or most acute challenges should be foreseen at the European Platform for Roma Inclusion.

1.10. Estimate of the volume of the contract

The total value of the contract has been estimated at 1,750,000 EUR for 3 years.

II. INFORMATION ON TENDERING

II.1 PARTICIPATION

Requirements related to the method of submission, deadline for submission and opening of the tenders are detailed in the invitation to tender letter.

Please refer also to the e-Submission application description attached in annex 6 hereto.

Participation in this tender procedure is open on equal terms to all natural and legal persons coming within the scope of the Treaties and to all natural and in a third country which has a special agreement with the Union in the field of public procurement on the conditions laid down in that agreement. Where the Multilateral Agreement on Government Procurement² concluded within the WTO applies, the participation to the call for tender is also open to nationals of the countries that have ratified this Agreement, on the conditions it lays down.

II.2 CONTRACTUAL CONDITIONS

In drawing up his offer, the tenderer should bear in mind the provisions of the draft contract attached to this invitation to tender (Annex 5) particularly those on payments, performance of the contract, confidentiality, and checks and audits. Any limitation, amendment or denial of the terms of contract will lead to automatic exclusion from the procurement procedure.

The Commission may, before the contract is signed, either abandon the procurement procedure or cancel the award procedure without the tenderers being entitled to claim any compensation.

II.3 JOINT TENDERS (IF APPLICABLE)

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

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. However, the Commission will require the grouping:

- Either to have the contract signed by all members of the grouping. In this case, one of them will be responsible for the receipt and processing of payments for members of grouping, for managing the service administration and for coordination of the contract; or
- to have the contract signed by a team leader, which has been duly authorised by the other members to bind each of them (a power of attorney will be attached to the contract according to the template provided by the Commission).

In addition, the composition and constitution of the grouping, and the allocation of the scope of tasks amongst the members, shall not be altered without the prior written consent of the Commission which can be withheld at discretion.

In case of joint tenders, one member of the consortium must be designated as lead partner/contractor ("consortium leader" in the e-Submission application) and duly authorised by other tenderers (with power of attorney).

² See http://www.wto.org/english/tratop_E/gproc_e/gp_gpa_e.htm

II.4 LIABILITY OF MEMBERS OF A GROUP

Partners in a joint offer assume **joint and several liability** towards the Commission for the performance of the contract as a whole.

Statements, saying for instance:

- That one of the partners of the joint offer will be responsible³ for only one part of the contract and another one for the rest, or
- That more than one contract should be signed if the joint offer is successful are thus incompatible with the principle of joint and several liability.

The Commission will disregard any such statement contained in a joint offer, and reserves the right to reject such offers without further evaluation, on the grounds that they do not comply with the tendering specifications.

II.5 SUBCONTRACTING

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

If the tenderer intends to subcontract part of the service, he shall indicate in his offer which part will be subcontracted and to what extent (maximum 20% of the total contract value).

Tenderers must ensure that Article II.7 of the contract (Annex 4) can be applied to subcontractors.

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

Tenderers are required to identify all subcontractors.

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

³ not be confused with distribution of tasks among the members of the grouping

III. FORM, STRUCTURE AND CONTENT OF THE TENDER

III.1 GENERAL

Tenders must be written in **one of the official languages** of the European Union.

Tenders must be clear and concise, with continuous page numbering, and assembled in a coherent fashion (e.g. bound or stapled, etc.). Since tenderers will be judged on the content of their written bids, they must make it clear that they are able to meet the requirements of the specifications.

III.2 STRUCTURE OF THE TENDER

All tenders must include three sections:

- 1) Administrative information and documents related to the exclusion and selection criteria;
- 2) Technical proposal;
- 3) Financial proposal.

Section One: Administrative proposal

This section must provide the following information using **e-Submission forms**.

In the e-Submission application, please fill in all mandatory fields (marked with a star) and other fields as appropriate.

a) Administrative information

• Tender Preparation Report

This document, to be generated from the e-Submission application, has to be signed, either by hand and scanned or using an electronic signature. Please refer to the tender invitation letter for more details.

• Legal Entities

In order to prove their legal capacity and their status, all tenderers and identified subcontractors must provide a signed Legal Entity Form with its supporting evidence.

The Legal Entity Form can be generated via the e-Submission application from the section "Qualification" -> "Identification of the tenderer" under "Documents"/Generate pre-filled documents and uploaded under "Documents" in the same section.

Alternatively a standard template in each EU language is available at http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

However, the subcontractor(s) shall not be required to fill in or provide those documents when the services represent less than 20% of the contract.

Tenderers must provide the following information if it has not been included with the Legal Entity Form and can upload it under the section "Qualification" -> "Identification of the tenderer" -> "Documents":

- For legal persons, a legible copy of the notice of appointment of the persons authorised to represent the tenderer in dealings with third parties and in legal proceedings, or a copy of the

publication of such appointment if the legislation which applies to the legal entity concerned requires such publication. Any delegation of this authorisation to another representative not indicated in the official appointment must be evidenced.

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

- **Financial identification**

The tenderer (single tenderer or consortium leader in case of joint tender) must provide a Financial Identification Form and supporting documents. Only one form per tender should be submitted (no form is needed for subcontractors and other joint tenderers).

The form needs to be printed, filled in and then scanned and uploaded in the section "Qualification" -> "Identification of the tenderer" -> "Documents".

The form is available on:

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm

Remark: Tenderers that are already registered in the Contracting Authority's accounting system (i.e. they have already been direct contractors) must provide the form but are not obliged to provide the supporting evidence.

b) Information regarding exclusion and selection criteria:

For the exclusion criteria the tenderer is request to submit:

1. Declaration by the tenderer relating to the exclusion criteria (see IV.1).
2. Documents certifying financial and economic capacity (see IV.2.1.).
3. Proof of technical and professional capacity (see IV.2.2.)

Hand written or electronic signature of individual forms of the single tenderer or consortium leader who submits the tender is not required, since the signature of the Tender Preparation Report implies that all included documents are signed by them.

Section Two: Technical proposal

The technical tender needs to be uploaded in the section "Tender" in the e-Submission application. The tenderer will need to select the "Technical Tender" document from the dropdown box ("Financial Tender or Technical Tender"). The e-Submission application allows attachment of as many documents as necessary.

This technical section is of great importance in the assessment of the bids, the award of the contract and the future execution of any resulting contract.

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

Section Three: Financial proposal

All tenders must contain a financial proposal to be submitted **according to the form attached in Annex 4.**

The total price of the tender needs to be encoded in the e-Submission application. The complete financial offer, including the breakdown of the price as per categories mentioned above needs to be uploaded in section "Tender" in the e-Submission application. The tenderer will need to select the "Financial Tender" document from the dropdown box ("Financial Tender or Technical Tender").

The tenderer's attention is drawn to the following points:

- Prices must be quoted in **euros**, including the countries which are not in the euro-area. As far as the tenderers of those countries are concerned, they cannot change the amount of the bid because of the evolution of the exchange rate. The tenderers choose the exchange rate and assume all risks or opportunities relating to the rate fluctuation.
- **Prices must be fixed amounts** and include all expenses, such as travel expenses and daily allowances.
- **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.
- Prices shall be fixed and not subject to revision during the performance of the contract.

IV. ASSESSMENT AND AWARD OF THE CONTRACT

The assessment will be based on each tenderer's bid.

All the information will be assessed in the light of the criteria set out in these specifications. The procedure for the award of the contract, which will concern only admissible bids, will be carried out in three successive stages.

The aim of each of these stages is:

- 1) to check on the basis of the exclusion criteria, whether tenderers can take part in the tendering procedure;
- 2) to check on the basis of the selection criteria, the technical and professional capacity and economic and financial capacity of each tenderer;
- 3) to assess on the basis of the award criteria each bid which has passed the exclusion and selection stages.

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

IV.1 EXCLUSION CRITERIA

All tenderers shall provide a declaration on their honour (see Annex 2), stating that they are not in one of the situations of exclusion listed in the Annex 1.

This document needs to be printed, filled in and then scanned and uploaded in the section "Qualification" -> "Exclusion criteria".

The declaration on honour is also required for identified subcontractors whose intended share of the contract is above 20%.

The successful tenderer shall provide the documents mentioned as supporting evidence in Annex 2 before signature of the contract and within a deadline given by the contracting authority. This requirement applies to all members of the consortium in case of joint tender.

Remark:

The tenderers will be waived of the obligation to submit the documentary evidence mentioned above if such evidence has already been submitted for the purposes of another procurement procedure launched by Directorate General Justice and Consumers, provided that the documents are not more than one year old starting from their issuing date and that they are still valid. In such a case, the tenderer shall declare on his honour that the documentary evidence has already been provided in a previous procurement procedure, specifying the reference of the call for tender for which the documents have been provided, and confirm that no changes in his situation have occurred.

IV.2 QUALIFICATION: SELECTION CRITERIA

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

The evidence requested should be provided by each member of the group in case of joint tender and identified subcontractor whose intended share of the contract is above 20%. However a consolidated assessment will be made to verify compliance with the minimum capacity levels.

The tenderer may rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the Contracting Authority that it will have at its

disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal.

IV.2.1. Financial and economic capacity criteria and evidence

In the e-Submission application, all documentary evidence for the selection criterion "Financial and Economic capacity" mentioned below needs to be uploaded in the section "Qualification" -> "Selection Criteria" -> "Financial and Economic capacity" for each entity participating in the call.

In order to prove their financial and economic capacity, the tenderers (i.e. in case of joint tender, the combined capacity of all members of the consortium and identified subcontractors) must show that their annual consolidated turnover exceeds 300,000 EUR (average for the past three years).

The following evidence should be provided:

- The completed "Simplified balance sheet" and "Simplified Profit & Loss Account" completed for the last 3 years (Annex 3 must be completed),
- Copy of the profit & loss account and balance sheet for the last 3 years for which accounts have been closed,
- Failing that, appropriate statements from banks,
- If applicable, evidence of professional risk indemnity insurance.

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

Remark:

The tenderers will be waived of the obligation to submit the documentary evidence mentioned above if such evidence has already been submitted for the purposes of another procurement procedure launched by Directorate General Justice and Consumers, provided that the documents are not more than one year old starting from their issuing date and that they are still valid. In such a case, the tenderer shall declare on his honour that the documentary evidence has already been provided in a previous procurement procedure, specifying the reference of the call for tender for which the documents have been provided, and confirm that no changes in his situation have occurred.

IV.2.2. Technical and professional capacity – means of proof required

a. Criteria relating to tenderers

In the e-Submission application, all documentary evidence for the selection criterion "Technical Background" mentioned below needs to be uploaded in the section "Qualification" -> "Selection Criteria" -> "Technical and Professional capacity" for each entity concerned (in case of partners and sub-contractors, if any).

The tenderer's professional and technical capacity will be assessed based on an organisational chart explaining the tasks of each individual person proposed by the tenderer. The tenderer will demonstrate that it possesses the necessary competences in the main areas as described below in order to meet the above-mentioned objectives.

The team shall at least fulfil the following criteria:

- At least one member of the team shall have proven minimum 5 years' experience in working with civil society active in the field of Roma integration;
- At least 6 members of the team should be dedicated experts with a joint relevant experience(minimum 3 years) in the areas of education, employment, health, housing, antidiscrimination/anti-Gypsyism. Specific experience on policies to support Roma integration or marginalised communities and a very good knowledge of local context of the countries with the largest Roma communities and/or most acute challenges should be a requirement for these experts.
- At least one member of the team should have relevant and proven experience with coordinating networks of NGOs and with supporting mutual learning and cooperation;
- At least one member of the team should have relevant experience in the drafting of reports for a pan-European audience.

The person identified as **coordinator/project director** of the contract shall have:

- Proven ability to perform the co-ordination and the administrative tasks involved in organising and managing contracts and projects at European level.

The selection criteria to be satisfied jointly by the members of the team are as follows:

- a) Proven ability to perform the co-ordination and the administrative tasks involved in organising and managing contracts and projects at European level.
- b) The proven ability to set up the appropriate organisational structure to carry out all the tasks involved, including all logistical tasks involved.
- c) The ability to call on the necessary expertise to work with NGOs across the EU with priority to countries with the largest Roma communities and/or most acute challenges.
- d) Very good knowledge of English and the national languages of at least the countries with largest Roma communities and/or most acute challenges to facilitate communication with the Commission and at the national level.
- e) Strong planning and organising skills and the ability to facilitate meetings.

If several service providers/subcontractors are involved in the bid, they must jointly have the professional and technical capacity to perform the tasks assigned to them.

b. Evidence:

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

1. Tenderers should provide with their offer detailed curriculum vitae of each member of the team/expert responsible for carrying out the work, including his or her educational background, degrees and diplomas, professional experience, research work, publications and linguistic skills. The CVs shall be presented, preferably, in accordance to the Commission Recommendation on a common European format for curricula vitae, published in OJ L79 of 22 March 2002, p. 66.
2. Part of the contract which the service provider intends to subcontract. Subcontractors must provide a letter of intent stating their willingness to provide the service foreseen in the offer and in line with the

present tender specifications. The letter of intent is to be scanned and uploaded under "Qualification" --> "Identification of the Tenderer" --> "Subcontractors" -> "Documents".

IV.3 AWARD CRITERIA

The contract will be awarded according to the criteria given below, on the basis of the best value for money.

Only bids that have reached a total score of a minimum of 70% and a minimum score of 60% for each criterion will be taken into consideration for awarding the contract.

a) Technical evaluation criteria and their order of importance as weighted by percentage

The quality of the tender will be awarded a score out of 100. The qualitative criteria will be weighted as follows:

N°	Award Criteria	Weighting
1	Approach: Understanding of the nature of the assignment, its context and the results to be achieved. Approach to selection of NGOs, including differentiated approach to countries with the largest Roma communities and/or most acute challenges, approach to capacity-building, approach to quality assurance, communication and dissemination plan.	30
2	Methodology: Clarity, relevance, feasibility and quality of the methodology, in particular the presentation of the overall working method, time schedule proposed and clarity and coherence of the proposed work programme. Methods of ensuring the efficiency and consistency of the work.	50
3	Organisational aspects of the team, including the composition of the proposed team; detailed in relation to the tasks to be carried out; judicious use of resources consistent with the proposed methodology; and arrangements for timely detection of contract performance problems and taking related corrective actions	20
Total number of points		100

b) Price

The contract will be awarded to the tender that offers the **best value for money**.

The evaluation will be made by awarding each tender a number of points calculated as follows:

$$(Number\ of\ "quality"\ points * 0,6) + [(lowest\ price^4 / price\ of\ the\ tender) * 100] * 0,4$$

Remarks:

⁴ Lowest price = Price of the tender with the lowest price offer (provided the minimum quality threshold are met).

Tenderers' attention is drawn to the fact that the Commission will be in a position to make a proper assessment of the tenders on the basis of the above qualitative criteria only if they contain full particulars relating to all aspects of this specification. Lack of detail and vague and perfunctory information will be penalised.

As the tenders will be evaluated on the basis of the quality of the services proposed, they should fully explore all the points included in this specification so as to obtain the best possible mark.

Simply repeating the guidelines given in the specification of this invitation to tender without going into detail or expanding on them will result in a very poor mark.

Furthermore, if any essential points of this specification are not expressly covered by the tender, the Commission may decide to give a zero mark for the relevant quality award criteria.

V. INFORMATION FOR TENDERERS

The Commission will inform tenderers of decisions reached concerning the award of the contract, including the grounds for any decision not to award a contract or to recommence the procedure.

VI. ANNEXES

1. Administrative Identification Form (generated from e-Submission)
2. Declaration by the Tenderer (relating to the exclusion criteria)
3. Simplified balance sheet Form + profit & loss account Form
4. Financial offer Form
5. Draft Service Contract
6. e-Submission application description