



EIGE/2015/OPER/19

TENDER SPECIFICATIONS

**Collection of data and statistics on gender equality for maintenance and update of EIGE's
gender statistics tools and resources**

OPEN PROCEDURE

These Tender Specifications provide instructions and guidance to tenderers about the nature of the Offer they should submit and serve as the contractor's mandate throughout the project implementation. The purpose of the Specifications is to ensure that the project is properly conceived by the contractor, that the work is carried out on schedule and that resources will not be wasted.

The Tender Specifications will become part of the contract that may be awarded as a result of this tender.

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1 TECHNICAL SPECIFICATIONS

1.1 CONTRACTING AUTHORITY

Equality between women and men is a fundamental value of the European Union, enshrined in its Treaties¹ and in the Charter of Fundamental Rights of the European Union. Mainstreaming the principle of equality between women and men is a major part of all European Union (EU) activities and represents the general approach to the implementation of all EU policies.

The European Institute for Gender Equality (hereafter referred to as EIGE)² is a decentralised agency of the European Union with a mandate to strengthen the promotion of gender equality, including gender mainstreaming in all Community policies and the resulting national policies; to fight against discrimination based on sex; and to raise EU citizens' awareness of gender equality.³

The main tasks of the Institute are the collection, analysis and dissemination of reliable and comparable data and information on gender issues and the facilitation of the exchange of best practices and dialogue among stakeholders in order to raise awareness among EU citizens. In addition, EIGE shall develop methods to improve the objectivity, comparability and reliability of data at European Union level by establishing criteria that will improve the consistency of information and take into account gender issues when collecting data.⁴

The project commissioned through this Invitation to tender is undertaken within the scope of EIGE's Work Programme 2015. It is a part of EIGE's wider framework of activities surrounding the collection, processing and dissemination of data and statistics, with the purpose of maintaining and updating of EIGE's gender statistics database.

By launching this call for tender, the Institute seeks to conclude a contract with a professional company capable of providing a large range of services related to the production, collection and presentation of gender statistics.

1.2 GENERAL BACKGROUND

The need to produce and share EU-wide, comparable, reliable gender statistics and indicators has been highlighted by the European Parliament, the Council and the European Commission and is part of a significant political commitment to gender equality and gender mainstreaming at the international level.

In the Council Conclusions on the European Pact for Gender Equality 2011–2020, Member States and the Commission, in particular through Eurostat, are encouraged to further develop existing statistics and indicators disaggregated by sex and to fully utilise the capacities of the European Institute for Gender Equality⁵.

¹ Articles 2 and 3(3) TEU and Article 8 TFEU.

² Regulation (EC) No 1922/2006 of the European Parliament and of the Council of 20 December 2006

³ Article 2, idem 2

⁴ Article 3 of the Regulation (EC) No 1922/2006 of the European Parliament and of the Council of 20 December 2006 on establishing a European Institute for Gender Equality

⁵ http://www.consilium.europa.eu/uedocs/cms_data/docs/pressdata/en/lsa/119628.pdf

EIGE's founding Regulation states that the Institute will assist the Community institutions and the Member States in the collection, analysis and dissemination of objective, reliable and comparable information and data on equality between women and men. In particular, EIGE will carry out a selection of tasks not currently performed by other existing EU institutions, specifically in the areas of coordination, centralisation and dissemination of research, data and information on gender equality⁶.

Recently, the European Parliament in its EU Strategy for equality between women and men post 2015 (2014/2152(INI))⁷ calls on the Commission to gather gender-specific data in all policy areas and stresses the urgent need for a consistent system of statistical data collection in specific and sensitive areas such as violence against women.

This need is not only a reflection by the European Parliament, but is an obstacle for the compliance of EU and Member States policy goals.

For example, The Victims Directive of the European Union⁸ establishes minimum standards on the rights, support and protection of victims of any crime. It is, to date, the most important EU Directive with regard to data collection on gender-based violence. In its preamble it includes an EU-wide accepted definition of gender-based violence and violence committed in close relationships. It reiterates the importance of systematic and adequate statistical data collection and sets that Member States shall communicate available data to the European Commission, by 2017, and every three years thereafter, on how victims (including victims of gender-based violence) have accessed their rights.

The Council of Europe⁹ sets out obligations for Member States that have ratified the Istanbul Convention in relation to data collection and research. The Convention stipulates that Member States collect relevant disaggregated statistical data at regular intervals on cases of all forms of violence covered by the scope of the Convention.

In response to this increasing call for gender specific and sensitive data, since 2012, EIGE has been working on consolidating information into a common database of gender statistics with a dedicated area on gender-based violence, available publicly by the end of 2015. EIGE's gender statistics database stores and disseminates gender statistics from across EU and beyond, at the EU, Member State and European level. The database is/will be a central hub of statistical evidence which can be used to support and complement the European Commission's (EC) Strategy for Equality between Women and Men as well as the Member States to monitor their progress towards gender equality.

Gender statistics

Gender statistics is an area that intersects traditional fields of statistics to identify, produce and disseminate statistical evidence reflecting the lives of women and men, related directly to the relevant policy issues.

⁶ [REGULATION \(EC\) No 1922/2006 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 20 December 2006 on establishing a European Institute for Gender Equality](#)

⁷ <http://www.europarl.europa.eu/sides/getDoc.do?pubRef=-//EP//TEXT+REPORT+A8-2015-0163+0+DOC+XML+V0//EN>

⁸ [Victims Directive \(2012/29/EU\) of the European Union on 25th October 2012](#)

⁹ [Convention on Prevention and Combating Violence against Women and Domestic Violence \(Istanbul Convention\) of the Council of Europe on 1st August 2014](#)

Used for understanding the roles of women and men in society, the economy and/or the family, gender statistics are necessary to formulate and monitor policies and action plans, observe trends in gender equality, and inform the public.

Mainstreaming gender issues into statistics requires adequate comprehension of a conceptual framework underpinning current issues and challenges related to women and men in society. In addition to disaggregating data by sex, the following elements are particularly important to take into consideration for mainstreaming gender into statistics:

- gender statistics should reflect problems, issues and questions related to women and men in society by:
 - o focusing on specific areas of concern in which women and men may not enjoy the same opportunities or status (such as work status in the labour market and participation in higher education) or where women's and men's lives may be affected in different ways due to their gender (such as maternal mortality, gender-based violence and occupational injuries);
 - o taking an intersectional approach by looking at population groups where gender inequality is likely to be present or more pronounced such as migrants or some ethnic minorities.
- the concepts, definitions and measurement used should allow for an adequate reflection of the consequences of gender inequality in society- namely the gendered differences in women's and men's situation, the weight of gender roles and outcomes of gendered relations in society;
- data collection tools should be aware of stereotypes and social and cultural factors that may introduce gender bias into data;
- analyses and presentation of statistics should be properly contextualised and reveal meaningful data for policymakers.

EIGE's gender statistics database

EIGE's gender statistics database is a comprehensive knowledge centre for gender statistics and information on various aspects of (in)equality between women and men. The main purpose of this database is to maintain a reliable and up-to-date collection of statistics on gender, highlighting the differences and inequalities between both sexes. The database supports the measurement of whether, and to what extent, gender equality is being achieved. It also acts as a reliable resource of information/evidence for the formulation and monitoring of policies beneficial to both women and men and facilitates making effective decisions towards the advancement of gender equality. Additionally, the database provides a platform for the dissemination of developments in the field of gender statistics and promotes the inclusion of the gender perspective into all fields of statistical activities at both the national and international levels.

The database contains statistics, data and metadata relating to the Gender Equality Index, the Beijing Platform for Action (BPfA) indicators, gender-based violence and other datasets related to EIGE's work. The database also provides access to European Commission database on women and men in decision-making (WMID)¹⁰, which EIGE will fully take over in 2017. The database includes data at international, European, national, regional and local levels, when relevant.

The main structural components of the database are as follows:

¹⁰ http://ec.europa.eu/justice/gender-equality/gender-decision-making/database/index_en.htm

- sex-disaggregated data and metadata on various EU policy areas (such as Environment, Health and/or Information Society);
- data and indicators to support the monitoring of the main EU strategies (e.g. Europe 2020, Horizon 2020, Strategy for Equality between Women and Men 2010–2015, etc.); from gender perspective
- conceptual structure and data used for the Gender Equality Index;
- database of the BPfA indicators — 'Women and Men in the EU: facts and figures';
- data and statistics on gender-based violence;
- data on women and men in decision-making currently collected by the European Commission (DG Justice).

Statistics on gender-based violence and violence against women

The crucial role of data collection in the fight against gender-based violence has been increasingly recognised by governments, international and regional organisations¹¹, civil society, researchers and experts¹² on this issue. From a human rights-based understanding of violence against women, ensuring an adequate knowledge base through systematic collection and publication of data can be considered part of every State's obligation¹³ to address violence against women.

According to the modality of data collection, the quantitative data sources are commonly distinguished¹⁴, between administrative sources (for data coming from administrative records) and surveys (for data coming from surveys for a specific sector or institutional unit). Both types of data together are indispensable for a full picture understanding of gender-based violence. As such, it is important to highlight that data collected from administrative sources versus surveys serve fundamentally different purposes, answer different kind of questions and overlap only partially¹⁵.

Population-based surveys can expose/show:

- the prevalence, incidence, severity and frequency of gender-based violence;

¹¹ See paragraph 4 of the General Recommendation No. 12, Violence against women, adopted in the eighth session (1989) of the Committee on the Elimination of Discrimination against Women (CEDAW); article 26, paragraph 24, c. of the General Recommendation No. 19, Violence against women, adopted in the 11th session (1992) of the Committee on the Elimination of Discrimination against Women (CEDAW); article 4, k. of the Declaration on the Elimination of Violence against Women of 20 December 1993 (A/RES/48/104); chapter 4, paragraph 120 and 129a. of the Beijing Declaration and Platform for Action adopted by the Fourth World Conference on Women on 15 September 1995; Paragraph 11 of the UN General Assembly resolution of 19 December 2006 entitled 'Intensification of efforts to eliminate all forms of violence against women' (A/RES/61/143); chapter 5, Paragraph 5 of Appendix to Council of Europe Recommendation Rec(2002)5 of the Committee of Ministers to member States on the protection of women against violence, adopted on 30 April 2002; and chapter 2, paragraph 1a. of the Council of Europe Convention on preventing and combating violence against women and domestic violence (Convention CETS No. 210).

¹² See Division for the Advancement of Women, *Final report of the expert group meeting 'Violence against women: a statistical overview, challenges and gaps in data collection and methodology and approaches for overcoming them'*, Geneva, Switzerland, 11-14 April 2005, organised by UN Division for the Advancement of Women in collaboration with Economic Commission for Europe (UNECE) and World Health Organization (WHO). Available at: <http://www.un.org/womenwatch/daw/egm/vaw-stat-2005/docs/final-report-vaw-stats.pdf>.

¹³ United Nations, *Ending violence against women: From words to action. Study of the Secretary-General*, United Nations, 2006, p. 66.

¹⁴ OECD, *Glossary of Statistical terms*. Available at: <http://stats.oecd.org/glossary/detail.asp?ID=6114> [Accessed 15 February 2012].

¹⁵ Røimkens, R., 'Keynote speech', *Proceedings of the Conference of National Focal Points and Contact Parliamentarians: Council of Europe Campaign to Combat Violence against Women, including Domestic Violence, Strasbourg, 4-5 June 2007*, Council of Europe, Strasbourg, 2007, EG-VAW-FP (2007) 1, pp. 80-83.

- socioeconomic and cultural insight into the factors, character and dynamics of this violence;
- the nature, history, causes and consequences of woman's experience of violence;
- services available to survivors/victims/perpetrators/those affected? and the degree of satisfaction of these.

Administrative data, beyond recording factual information as evidence of the activities of the organisations in compliance with their regulations, give valuable information about the performance and response services to the problem and how to improve it/them. Specifically, administrative sources are needed for monitoring, assessing and evaluating the:

- implementation of legislation and policies;
- effectiveness of prevention, protection and prosecution measures and policies;
- extent of victims' use of the services, their adequacy and quality;
- societal responses to violence.

In addition, these data provide a basis for estimating the administrative cost of violence against women¹⁶ facilitating the work of authorities and institutions in making budgetary and staffing decisions¹⁷.

Gender based-violence is a specific area of EIGE's work and hence is an important part of the database. Particular caution in the process of maintenance and updating of the database is essential, due to the following aspects:

- Availability of data providing a comprehensive picture of the prevalence of the different types of gender based-violence at the EU level is scarce;
- The absence of harmonised concepts, definitions and methodologies hampers comparability across Member States.

In order to overcome these challenges the Institute has been developing several projects aiming to contribute to the overall goal of the regular collection of reliable and comparable data on violence against women in all EU Member States, including both prevalence survey data and administrative data.

Taking into account the challenge of comparability, access to national and international data and metadata on GBV has been provided in EIGE's gender statistics database with specific extraction and visualization functionalities that highlight the lack of comparability within Member States.

¹⁶ Walby, S., *Improving the statistics on violence against women*, expert paper prepared for the Expert Group Meeting on 'Violence against women: a statistical overview, challenges and gaps in data collection and methodology and approaches for overcoming them', Geneva, Switzerland, 11- 14 April 2005, organised by UN Division for the Advancement of Women in collaboration with Economic Commission for Europe (UNECE) and World Health Organization (WHO). Available at: <http://www.un.org/womenwatch/daw/egm/vaw-stat-2005/docs/expert-papers/walby.pdf>

¹⁷ Council of Europe, *Final Activity Report: Task Force to Combat Violence against Women, including Domestic Violence (EG-TFV)*, Council of Europe, Strasbourg, 2007, EG-TFV (2008)6, p. 65.

EIGE's work on administrative data sources on gender-based violence

Administrative data are generated in the process of implementing a government administrative process; these data already exist and do not require the cost of direct data collection of similar information¹⁸. However, these data do not reflect the overall extent of the acts of gender-based violence or the use of services by victims; coming from a non-representative sample – only a minority of cases of violence is reported or known by any agency –, these data are unsuitable for being generalised or extrapolated to the larger population. Very often these data are recorded for internal needs of the organisations, the quality of the recording and processing of data may not be suitable for statistical purposes or for the monitoring, assessment or evaluation of activities and/or relevant policy measures.

Administrative data produced by non-governmental organisations providing victims' support are particularly problematic¹⁹, since these sources do not normally form part of an integrated information system. They are not subject to standardised collection procedures or inter-institutional cross-checking, resulting in fragmented information and the impossibility of cross data and tracing the cases of violence.

Administrative organisations more likely to record data on gender-based violence are those forming part of the police, the judicial system (especially criminal justice system), health services, social services, social welfare system and NGOs providing support or assistance services to victims of violence (such as telephone help lines, shelters or legal and psychological counselling).

Although these administrative records are primarily collected for internal purposes, their external use is increasingly appreciated – mainly due to the increasing demand for data to monitor and evaluate government programs and policies – and a wide range of administrative sources are employed in diverse manners in the production of statistics. In fact, in some countries the distinction between administrative and statistical sources has become vague, blurred and administrative data are collected by government ministries and departments to be specifically used for statistical purposes.

As a direct data source, statistics are compiled from²⁰, among others:

- single administrative sources, e.g. victims beneficiaries of subsidised contracts;
- event-reporting systems, e.g. crime statistics, statistics of the causes of death, where the responsible administrative authority (police, hospitals...) report an event, including a number of variables characterising the event.

During 2013-2014 EIGE conducted a study on "Mapping administrative data sources on gender-based violence against women in the EU", to map the current status and statistical potential of administrative data sources on gender-based violence in the EU-28. The study analyses and presents 144 administrative sources and 90 related statistical products.

¹⁸ Asian Development Bank, *Administrative Data Sources for Compiling Millennium Development Goals and Related Indicators: A Reference Handbook on Using Data from Education, Health, and Vital Registration Systems Featuring Practices and Experiences from Selected Countries*, Asian Development Bank, 2010, p. 50.

¹⁹ Department of Economic and Social Affairs, Statistics Division, *The World's Women 2005: Progress in Statistics*, United Nations, New York, 2006, ST/ESA/STAT/SER.K/17, p. 67. Available at:

http://unstats.un.org/unsd/demographic/products/indwm/ww2005_pub/English/WW2005_text_complete_BW.pdf

²⁰ See Eurostat, 'Terminology relating to the Implementation of the Vision on the Production Method of EU Statistics', W. Radermacher, A. Baigorri, D. Delcambre, W. Kloek, H. Linden, European Conference on Quality in Statistics 2010 (Q 2010), Luxembourg, 2010 p. 18. Available at: http://ec.europa.eu/eurostat/ramon/coded_files/TERMS-IN-STATISTICS_version_4-0.pdf.

This project/study is the first EU-wide review and analysis of administrative data sources on gender-based violence in the EU-28 which enables to assess the feasibility of collecting comparable and harmonised data at EU-level.

Administrative data provide detailed information on how justice, police, health and social services respond to incidents of gender-based violence. They reflect what is recorded by an organisation interacting with a victim or perpetrator, but cannot reflect or measure the prevalence of gender-based violence due to under-reporting, gender bias and a lack of national coordination of the registering services such as Justice, Police, Health and support services.

Additionally in 2014, EIGE commissioned a study on 'Administrative data sources on gender-based violence against women in the EU: Current status and potential for the collection of comparable data' and published two reports²¹ (). The first report provides an overview of the legal and policy framework that underpins the justification administrative data collection at the EU and Member State levels. The second presents a technical analysis of 144 administrative data sources and 90 related statistical products available at national level, and includes guidelines and recommendations. The two reports aim to assess the feasibility of compiling comparable administrative data on gender-based violence at EU level, providing a detailed analysis of the availability, accessibility, comparability and quality of data from administrative data sources and the related statistical products.

The data provided in these publications were collected between March and June 2013 and reviewed in October 2013.

On the basis of these studies, a mapping tool has been developed which provides information on the quality of the main administrative data sources and statistical products containing information on gender-based violence and publicly available on EIGE's website²². This tool also offers groundwork foundation for exploring the feasibility of incorporating data and comprehensive metadata coming from national sources into EIGE's gender statistics database .

Keeping in mind that the Institute aims to ensure relevance to the user and accuracy of the statistics information stored/disseminated, these resources require a continuous process of updating and maintenance.

In order to contribute to the implementation of the above mentioned task, EIGE is launching the present invitation to tender for a contract with a professional service provider who can ensure the technical maintenance, content update and further development of a gender statistics database which follows the agreed structure and complies with standards of an agreed quality control plan.

²¹ Available at <http://www.eige.europa.eu>

²² <http://eige.europa.eu/gender-based-violence/administrative-data-sources>

1.3 Scope

The scope of this Contract considers the maintenance and update of EIGE's database on gender statistics as the primary activity and core of the services requested. Internally the database works as the statistical information system on gender. It is the central point for statistical information produced by the Institute. The structure reflects EIGE's areas of work and priorities.

Taking into account that EIGE's gender statistics database is fundamental to the majority of the institute's work, other tasks and activities with an impact on EIGE's work related to gender statistics are also contemplated in the range of services to be requested. These further tasks include the collection, analysis and presentation of statistics data and metadata under particular areas relevant to gender analysis and/or updating EIGE's mapping tool on administrative data sources on gender-based violence in the EU Member States.

The geographical coverage of the contract applies to the 28 EU Member States. Beneficiary countries of the Instrument for Pre-Accession Assistance (IPA)²³ should also be considered when relevant statistics data and metadata are available. For example, in the case of Women and Men in decision-making, in addition to the 28 EU Member States data is currently collected from five candidate countries (Montenegro, Iceland, FYROM, Serbia and Turkey), and the remaining European Economic Area –EEA countries (Liechtenstein, Norway and Iceland).

The range of services under this Contract are related to the collection, production and dissemination of gender statistics whether through improved methodologies, the identification of better quality data or the preparation of outputs specifically tailored to meet the needs of EIGE's stakeholders.

All the services related to web design, interface maintenance and/or other communication activities fall out of the scope of this contract and are part of other contracts commissioned by EIGE.

Use of gender statistics

The use of relevant and constantly updated sets of gender statistics²⁴ data and metadata is a precondition for the design and implementation of a gender statistics database, serving the needs of experts, researchers, policy makers and other users of gender sensitive statistical data.

National statistical systems and international statistical producers need to regularly collect, analyse and disseminate data that address relevant gender issues. Gender statistics should document women's and men's participation in and contributions to all social and economic areas and reflect the underlying causes and consequences of gender inequality.

As recommended in the Beijing Platform for Action²⁵, the coverage of gender issues by official statistical systems and the adequacy of such systems should be regularly reviewed. The review should make clear whether relevant gender issues, as defined by major data users, are covered by existing data collection programmes and made available to users. Keeping in mind the strategy of mainstreaming gender into statistical data production, the basis of this review can involve

²³ http://ec.europa.eu/regional_policy/en/funding/ipa/

²⁴ "Statistics that reflect the realities of the lives of women and men and policy issues relating to gender equality" in the United Nations Economic Commission for Europe (2010), "Developing Gender Statistics: A Practical Tool", page. 1.

²⁵ paragraph 207 (b) of the Beijing Platform for Action (United Nations, 1996)

collecting new types of data, effectively expanding data collection in some areas to fill existing knowledge gaps as well as better disseminating data already collected.

Aiming to establish a consolidated and reliable resource on gender statistics at the EU level, EIGE has been promoting a strong cooperation and collaboration process between users and producers of gender sensitive data. This process entails the following activities:

- continuous assessment and analysis of data and metadata availability,
- supporting Eurostat on the coordination of national and international gender statistics data producers/providers,
- systematic consultations of gender statistics users and analysis of their needs,
- establishment and revision, when relevant, of data sharing agreements with national and international statistics data producers/providers such as Eurostat and National Statistics Offices.

EIGE's gender statistics database main features

Currently, EIGE's gender statistics database stores around 40 000 sex-disaggregated data observations from year 2005 onwards. The considered statistics data and metadata are extracted from official international data sources which provide data for the EU 28 Member States and IPA countries²⁶. The comprised information has been adjusted to match the standard criteria defined by the European Statistical System and applied by Eurostat²⁷.

All observations in the database are at the country and year level. It follows that all datasets²⁸ contain the dimension "Country" and the dimension "Year". In addition, most of datasets provide direct measures of the relative situation of women and men, i.e. sex-disaggregated data. Exceptions are those datasets provided by the Gender Equality Index²⁹ itself or measures of horizontal segregation in occupations and education. The dimensions "Country", "Year", and "Sex" can therefore be viewed as collectively defining the basic unit of observation. All other dimensions can be seen as providing further disaggregation of the measurement and a higher level of detail.

At the highest level of organisation, the data are grouped in themes. All datasets are organised in a pre-determined tree structure.

The data cover main gender-related research topics — thematic areas such as Work and labour market, Education and training, etc. and all European Union policy areas

At a more detailed level the data are structured according to 6 entry points³⁰:

- Thematic areas based on possible areas of interest on gender equality from the user's perspective and the structured framework provided by the data sources where the data is available

²⁶ Countries included in the Instrument for Pre-Accession Assistance

http://europa.eu/legislation_summaries/agriculture/enlargement/e50020_en.htm

²⁷ http://epp.eurostat.ec.europa.eu/portal/page/portal/social_protection/quality

²⁸ Dataset should be understood according to Eurostat's definition as a set of observations that measure an underlying concept.

²⁹ <http://eige.europa.eu/content/gender-equality-index>

³⁰ For further information about the database and its features see EIGE's gender statistics database leaflet <http://eige.europa.eu/content/document/eiges-gender-statistics-database-leaflet>

- 'Policy areas' structured in line with the established policy areas of the EU and priorities of the EU institutions
- 'EU strategies' organising data according to the priorities defined at EU level, including 'EU 2020', 'Horizon 2020' and the 'EU strategy for equality between women and men 2010–15'.
- Gender Equality Index organising data according to the domains and subdomains of the Gender Equality Index
- Beijing Platform for Action (BPfA) reflecting the 12 areas of concern of the BPfA
- Women and men in decision-making which disseminates data that has been collected since 2003 by the Gender Equality Unit of the European Commission — currently under DG Justice and Consumers.

Metadata are presented alongside the data displaying gender equality concepts and methods. It follows the proposed standards of the European Statistical System and provides information on:

- what the data purports to measure;
- how these measurements have been made and how they should be interpreted;
- who is responsible for collecting and disseminating the data;
- how often the data is updated and disseminated;
- where the updated data and additional information can be found;
- the quality of the data.

Furthermore, the structure of data and metadata is in line with the standards proposed by the Statistical Data and Metadata eXchange (SDMX) as long as the information provided fulfils the required SDMX criteria³¹

The database contains, harmonised at the EU level, internationally comparable data from sources such as Eurostat, DG Justice and Consumers, Eurofound and the EU Fundamental Rights Agency (FRA). A number of national sources have been also included, namely under particular areas where the availability and data collection of comparable data is scarce, which is the case of gender-based violence and violence against women. All data will be made publicly available at macro level (at Member State and EU levels). However, some of the macro data included in the database are computed by EIGE from micro data (data at the individual or household level)³²

The output of this contract is the production of an updated and improved database on gender statistics regarding its content (statistics data, metadata and sources) and other related services.

The performance of this contract for the further development of EIGE's work on gender statistics should be based on the elements, features and quality criteria set for gender sensitive statistics which are described above.

³¹ <http://ec.europa.eu/eurostat/data/sdmx-data-metadata-exchange>

³² [Statistics macro data refers to the result of a statistical transformation process in the form of aggregated information \(Eurostat, RAMON — Reference and Management of Nomenclatures\). Statistics micro data refers to non-aggregated observations, or measurements of characteristics of individual units \(Eurostat, RAMON — Reference and Management of Nomenclatures\).](#)

1.4 Objectives

The overall objective of this project is to maintain, develop and update EIGE's gender statistics database and other related services.

This contract entails the statistical analysis, validation and processing of data and metadata for dissemination in the fields and functions covered by the current EIGE's gender statistics database.

The specific objectives to be considered by the contractor are as follows:

- regular updating of the database regarding its content, structure and interface functions in all the domains covered
- eventual collection of data under some designated specific areas and improvement of the methodology (where necessary) to ensure the relevance and comparability of the statistics
- preparation and regular updates of the web pages related to the database
- drafting reports analysing the situation and trends of some designated specific areas
- update the information to be disseminated through the mapping tool on administrative data sources and statistical products produced at the national level

1.5 Activities

A list of activities, tasks and deliverables the contractor is expected to undertake is detailed below. The performance of these activities is not necessarily sequential. On the contrary, it is expected that the activities will require feedback cycles and may also be performed in parallel.

Activity 1

Maintenance and updating of EIGE's gender statistics database

The contractor will take over the maintenance of the existing database (based on MongoDB), update it regularly (mainly on the basis of new releases of gender statistics data and metadata) and improve/develop it where needed (for example, by inserting new domains and/or countries). The technical information about the system used for the current database is included in annexes I, and the database application and technical description is in annexe II "user guide".

The contractor must ensure that the information in the database is up-to-date, comprehensive and reliable. In the bid the contractor must include detailed information on how they will ensure the quality and security of data/information. The contractor must regularly provide EIGE (according to the periods agreed with EIGE) with short quality reports describing, inter alia, the situation, the problems encountered and the solutions implemented to mitigate them.

As a general rule, the contractor should follow the existing methodology and indicators (see database web pages and methodology) and improve/update it where relevant in agreement with EIGE. Therefore, the contractor shall review the metadata/descriptions/sources of information, etc. where necessary.

The following tasks are required for the completion of this activity:

- Familiarisation with the content, structure and technical features of EIGE's gender statistics database
- Ensure links when appropriate, coherence and consistency with quantitative and qualitative information displayed under other areas of EIGE's webpage

- Assessment of new releases of statistics data and metadata from the international sources already considered in the database
- Assessment and feasibility analysis to consider new sources of statistics information at the national and international level
- Validation of the statistics information collected (data and metadata), taking into account the quality criteria established within the European Statistical System

Expected deliverables/outputs

- Study to assess and map existing statistical datasets produced by EIGE within the framework of EIGE's working areas dealing with gender statistics
- Study to assess and map new releases of statistics data and metadata produced by international and national data providers relevant from the gender perspective
- Quality reports on the data collected/gathered for the benefit of interpretation/analysis of data and to be documented in the metadata
- Methodological proposal to integrate new statistics data and metadata in the database as well as new sources of statistics to be considered
- Regular collection and validation of data
- Regular maintenance and updates of the database
- Update methodology when relevant

Activity 2

Development and improvement of EIGE's gender statistics database structure and interface functionalities

The main goal of this activity is to collect and gather feed-back from users about the database in order to improve it as well as to anticipate potential new users' needs which have not been considered yet.

This activity entails systematic consultations with users of the database and analysis of their needs through online surveys and other adequate tools conceived by the contractor targeting different categories of stakeholders such as researchers, policy makers and journalists.

This activity must rely on the basis of the feed-back obtained from users, new policy priorities within the EU framework, new statistics data and metadata releases from primary sources. It should be in line with the working programmes followed by EIGE and connected with the Institute's areas of work.

The contractor should consider the following tasks for the performance of this activity:

- Familiarisation with EIGE's gender statistics database structure and interface functionalities
- Implementation of several consultations with the database users, and subsequent analysis and reporting of the results
- Feasibility analysis and impact assessment of the proposed improvements on the database
- Validation of the current structure developed for the database, its browsing tree, keyword search and specific entry points

Expected deliverables/outputs

- A review of the feedback from users including a description on how the feedback will improve and will be integrated into the database structure and possible implications to changes in the interface functionalities;
- Study to propose the improvement of the database features and functionalities following users' needs
- Contribution and participation in EIGE's events such as experts' meetings and online discussions on the topic related to EIGE's gender statistics database
- Proposal and regular implementation of relevant improvements of the database structure and functionalities
- Description of a new improved structure and new functionalities to be considered within EIGE's work on gender statistics;
- A Final list of third party software to be used (if any). Priority shall be given to open-source tools;

Activity 3

Update statistics data and metadata on gender-based violence in the database and associated mapping tables where relevant

On the basis of the work developed by EIGE, namely what refers to the studies on administrative data, the contractor is expected to update the statistics data and metadata already considered under gender-based violence in the database and the meta-information available on EIGE's mapping tool on administrative data sources³³.

Taking into account the difficulties with statistics information and data collection under this specific area, the Institute has been providing a targeted response by:

- gathering statistics data and metadata from national sources
- disseminating data while highlighting the difficulties related to lack of comparability within Member States

A similar approach should be taken by the contractor in order to fulfil this activity.

The tasks required to complement the endeavour under this activity are as follows:

- Ensure links when appropriate, coherence and consistency with quantitative and qualitative information displayed under the area of gender-based violence on EIGE's webpage;
- Assessment of newly released statistics data and metadata on gender-based violence from national and international sources already considered in the database
- Assessment and feasibility analysis to consider new sources of gender-based violence statistics information at the national and international level
- Validation of the statistics information gathered/collected (data and metadata), taking into account the quality criteria established within the European Statistical System

³³ <http://eige.europa.eu/gender-based-violence/administrative-data-sources>

Expected deliverables/outputs

- A study to assess and map existing statistical datasets produced by EIGE within the framework of gender-based violence
- A study to assess and map new releases of gender statistics data and metadata produced by international and national data providers
- Quality reports on the data collected/gathered for the benefit of interpretation/analysis of data and to be documented in the metadata
- Updated methodology and associated mapping tables where relevant
- A study to map sources of gender-based violence statistics information produced by Member States in order to update EIGE's mapping tool on administrative data sources after 2013
- Update of EIGE's online mapping tool on administrative data sources since 2013
- Regular collection and validation of data
- Regular maintenance and updates of the database
- Update of methodology when relevant

Activity 4

Prepare files for dissemination via EIGE's gender statistics database

The database follows the SDMX (Statistical Data and Metadata eXchange) standard³⁴. After each update of the production of the database the contractor will be required to produce SDMX data and metadata files for each update topic and deliver these for automated upload. The SDMX data files should be prepared according to data structure definitions (DSDs) and should comply with Eurostat's SDMX Metadata Structure (SDMS)³⁵.

The following tasks should be considered under this activity:

- Familiarisation with EU standards for statistics data and metadata exchange
- Applying the following fields of metadata structure as a minimum:
 - Section 1 (Contact)
 - Section 2 (Metadata update)
 - Section 3 (Statistical Presentation), with particular focus on divisions 3.1 (Data description), 3.2 (Classification system) and, most importantly, 3.4 (Reference period)
 - Section 4 (Unit of measure) and section 5 (Reference period)
 - Section 12 (Quality management)
 - Section 20 (Statistical processing)
- Validation of the statistics collected taking into account the quality criteria of the European Statistical System

³⁴ <https://webgate.ec.europa.eu/fpfis/mwikis/sdmx/index.php/SDMX>

³⁵ <http://ec.europa.eu/eurostat/data/metadata/metadata-structure>

Expected deliverables/outputs

- Regular production of SDMX data and metadata files for each updated topic and delivery for automated upload of the database

Activity 5

Prepare statistical notes and short reports/contributions to factsheets, leaflets and/or other EIGE publications

The contractor will make contributions to EIGE's documents/publications, as appropriate: estimation of 6-10 contributions will be requested (in English). This might include the preparation of factsheets in specific domains covered by the database and other input for promotional material such as leaflets.

Included under the scope of this activity the contractor will provide a detailed analysis including graphs and tables (with an estimate of 6-8 pages in English) on the situation and developments on the participation of women and men regarding the different domains and topics included in EIGE's gender statistics database.

The reports should be prepared in English and follow EIGE's guide style for publications³⁶.

The contractor will also provide a detailed analysis including graphs, tables and innovative visual material, e.g. Infographics, (in English) on the situation and relevant developments regarding progress and/or regress on gender equality given the EU policy priorities.

Required tasks:

- Work in close cooperation with EIGE and propose recent examples of measures and good practice
- Desk/web research building on existing literature (policy documents and reports from the EU institutions, national governments and relevant stakeholders; studies, publications, as appropriate)

Expected deliverables/outputs

- Statistical notes/contributions for EIGE's publications
- Statistical analyses of the situation (including developments) of women and men under the areas covered by the database
- Summaries showing the main developments up to a 6 month period since the latest release of relevant gender statistics

Activity 6

Specific ad hoc requests

The tenderer shall take into account in his/her bid that he/she will be required to respond to specific requests for information and short analyses in relation to specific ad hoc requests. The replies shall be provided in English.

Some examples:

³⁶ <http://eige.europa.eu/about-eige/documents-registry/eige-style-guide>

- The contractor might be asked to extract specific data from the database following the request of relevant stakeholders
- The contractor might be asked to make some desk/web research on specific topics (example: looking for urgent information on countries and or areas which are not covered yet by the database)
- The contractor might be asked to prepare some specific graphs and/or PowerPoint presentations showing the results of the data collected in selected domains.

It is expected that there could be 8-10 requests of this nature for the whole duration of the contract. The contractor will be required to provide responses to these requests within five calendar days unless otherwise agreed with EIGE.

1.6 Meetings and additional Deliverables

The contractor shall have a regular exchange of information with EIGE through telephone, email, production of required outputs and meetings.

The following meetings and additional deliverables are foreseen:

1. An inception meeting to be held in Vilnius within the first 3 weeks after the signing of the contract and an inception report summarising the discussion of the inception meeting to be submitted five calendar days after the inception meeting.

The project manager and the senior staff from the Contractor's team shall attend the meeting.

In the first meeting, the Contractor shall present in detail how the proposed method is to be implemented in light of the initial assessment of information and data, and in particular, how the specific objectives and tasks will be implemented.

EIGE will present the structure, size, interconnections and specificities of EIGE's database on gender statistics. EIGE will also present the technical infrastructure in use by EIGE including the software and hardware in use for its web presence.

The contractor is expected to send the list of any questions or clarifications regarding these technical specifications require one week before the meeting, allowing EIGE to prepare and answer during the inception meeting.

Based on the agreements reached during this initial meeting, the Contractor will draft an Inception report which is to be submitted to EIGE for approval within 10 days after the first meeting. The inception report will present the organisation of work, the planning and timeline for all activities of the project within the contractual deadline. The document may present results of some initial analysis.

Presentation of the results of the initial analysis shall include:

- the main findings of the preparatory work undertaken
- a description of the methodology to be used and the problems foreseen
- an updated work-plan ensuring the submission of the deliverables within the contractual deadline
- further questions for EIGE.

2. One Interim report and three interim meetings.

The interim report shall be submitted at week 12 of the contract. The report shall indicate the progress of the work. In addition, it should include a quality report and lessons learned about the services and outputs delivered;

One interim meeting will be scheduled and agreed between EIGE and the contractor after delivery of the interim report. Another two interim meetings might be required depending on the need for improvement of deliverables. The contractor should submit a list of questions and possible discussion topics with EIGE at least 5 working days before each interim meeting.

3. The final report covering all the items described under the specific objectives together with necessary annexes and updated version of the manual/users' guide of the database (Week 36 of the contract).

The contractor is expected to provide a final report documenting the work implemented for the duration of the contract, in line with the methodology proposed during the inception meeting and reported in the inception report. Judgements, conclusions and recommendations provided shall be clear and explicit.

The Report with corresponding Annexes should be provided electronically and a hard copy sent by mail.

The Final report shall include the following:

- description of methods on quality assessment applied during the implementation of the project;
- an outline of the decisions made during the course of the project and their rationale;
- the problems encountered and the ways they were solved;
- an updated version of the users' manual/guide on its main functionalities for search of information and extraction of data;
- description of all the references and sources reviewed or consulted during the project;
- recommendations for further development of the database.

The overall provisional timeline is the following:

Inception meeting	Week 2
Inception report	Week 6
Interim report 1 + interim meeting	Week 12
Set of short reports/contributions to factsheets and/or other EIGE's publications	W2 after each EIGE's request
Final report	Week 36

A detailed timeline should be provided in the offer.

1.7 Methodology

The methodological framework shall be developed by the tenderer and shall provide a sound approach within the scope and time defined in these technical specifications.

The contractor should propose the use of the most appropriate methodological approach for ensuring the achievement of the specific objectives, the expected results and the requested services, activities and tasks in a timely, sound and cost effective manner.

The tenderer must take into account the work in all official EU languages.

The proposed methodology should include but not be limited to: quality assessment of statistics data and metadata, survey research, interviews, secondary data and official statistics analysis, qualitative and quantitative analysis and writing.

In particular, the contractor will develop the methods and tools required for:

- collection and production of gender statistics which should adequately reflect differences and inequalities in the situation of women and men in all areas of life addressing stereotypes, social and cultural factors which may induce gender biases
- adequate statistics data analysis and preparation of statistical outputs to be disseminated ensuring that meaningful differences and similarities between women and men are reflected
- reporting and communicating the results of the research implemented

The contractor shall give particular attention to ensure that the content of the information provided is comprehensive, detailed, updated, relevant and useful, is user-friendly and in line with the technical specifications of the database system of EIGE's Resource and Documentation Centre.

It is important to highlight that that interactions and feedback are expected throughout the execution of this framework contract and should be integrated in the proposed methodology.

For any decision impacting costs and/or which can be seen as an exception to the standards herein mentioned, the responsibility for approval lies with EIGE and it must be agreed a priori with EIGE's responsible officer, who should ensure that approval is also agreed with management.

The implementation of the contract should follow a quality assurance of the deliverables and quality control process.

The contractor shall give particular attention to ensure that the content of the information provided is comprehensive, detailed, updated, relevant and useful, is user-friendly and in line with the technical specifications of the database system of EIGE's Resource and Documentation Centre³⁷.

1.8 Communication and reporting

The contractor should work closely with EIGE through a regular exchange of information.

Communication between the Contractor and the Institute shall be possible by phone, video-conference and email during EIGE's working days and hours.

During the course of the contract period, in addition to the first meeting to be held in EIGE's premises in Vilnius, at least 3 other face to face meetings are envisaged between the Contractor and representatives of EIGE. At the first meeting the objectives of the project will be discussed in detail, specifically, the research methodology and the project timeline as defined in the technical proposal submitted by the Contractor during the tendering process.

³⁷ <http://eige.europa.eu/rdc>

At the following meetings the representatives of EIGE and the Contractor will discuss the outputs delivered. During the meetings information on the implementation, quality control will be agreed and exchanged.

1.9 Responsibility

The overall responsibility for executing the contract, including the implementation of all measures necessary to provide EIGE with deliverables of the highest quality on time, lies with the Contractor.

1.10 Monitoring of project implementation

EIGE will monitor the project in technical and administrative terms. The Contractor should immediately report via electronic correspondence any problems encountered during the implementation of the contract to the Institute.

The successful tenderer should expect that the European Court of Auditors and the European Anti-Fraud Office (OLAF) have the right to access all documentation relating to the project and, therefore, must keep copies of all relevant and related documents.

EIGE's staff may, during the duration of the project, visit the Contractor's offices and/or the sites where the project is carried out to assess the quality of the work.

1.11 Assessment of results

The results will be assessed by EIGE as to their usefulness to the final goal of this project which is the development of the interface of EIGE's database on gender statistics and its communication.

While the specific list of requirements for the application will be decided during the course of the projects, EIGE's assessment will focus on:

- the degree with which the specified requirements are implemented,
- the respect of deadlines,
- the quality of deliverables.

1.12 Clarification of concepts for the purpose of this tender

Statistical data: Collections of numerical observations measuring particular phenomena of interest and organised in strict accordance with a particular structure

Dataset: refers to any organised collection of data:

Metadata: Supporting information that helps users understand, interpret, evaluate, and analyse statistical data. Two types of metadata can be distinguished:

- **structural metadata**, which provide a structured description of the way the statistical data and the reference metadata are organised, and
- **reference metadata**, which provide additional descriptive information on the concepts used, the data collection and generation methods employed, and the quality of the data

Microdata: [Also referred to as micro-level data] Statistical data observed at the level of individuals, households, or firms (such as data from population surveys)

Macrodata: [Also referred to as macro-level data] Statistical data observed at the level of countries and/or groups of countries. (Macrodata is data derived from microdata by statistics on groups or aggregates, such as counts, means, or frequencies).

Primary source: The original source of data. For macrodata observed directly at the country level, this could be simply the organisation collecting and/or aggregating the data (such as Eurostat), whereas for microdata and macrodata aggregated from microdata this would be the name of the survey project (such as the EU-LFS, EWCS, or EU-SILC)

Immediate source: the source used to obtain the data (such as the Eurostat online database)

Primary data: If the immediate source is also the primary source, this source is said to provide primary data

Secondary data: If the immediate source is different from the primary source, the immediate source is said to provide secondary data

Administrative data are produced as a result of the administrative processes of organisations. This information is primarily collected for administrative purposes, such as registration, record-keeping or transaction, usually during the delivery of a service, but not for research or statistical purposes (as opposed to survey data). They are considered as primary or raw data.

Administrative data sources refer to the administrative organisations that collect administrative data, or to the database or collecting system used by that organisation to record administrative data, as in some cases the same administrative unit is responsible for more than one administrative data source.

The sources of administrative data related to violence against women can be broken down by distinct administrative systems or sectors:

- Health (e.g. medical centres, emergency services);
- Justice (e.g. courts, prosecution offices, criminal and civil justice, prisons);
- Police (e.g. municipal, regional and national police);
- Social services:
 - Support and assistance (e.g. victim support centres, shelters, legal and psychological counselling, helplines);
 - Social welfare (e.g. subsidised housing, employment aids, welfare benefits).
- Others
 - Civil Society Organisations (CSOs) and privately owned organisations providing assistance to victims, e.g. women's shelters.
 - Political organisations that do not fall under either of the other categories, e.g. Ministry of Labour.

Official statistics or statistical products: Data published by public bodies, government departments and agencies or international organisations, used to provide information on the

social and economic issues related to the citizens it represents. They are secondary or processed data. They can be based on administrative data or survey data.

Forms of violence against women covered/gathered by the administrative data source:

1. *Intimate partner violence (IPV):*

All acts of physical, sexual, psychological or economic violence that occur within the family or domestic unit or between former or current spouses or partners, whether or not the perpetrator shares or has shared the same residence as the victim ⁽³⁸⁾. These include, but are not restricted to, domestic violence.

2. *Sexual violence (outside intimate relationships)*

• *Sexual assault (excluding rape):*

These acts refer to any sexual act committed against non-consenting women, even if they do not show signs of resistance, with the exception of rape/penetration ⁽³⁹⁾.

• *Rape:*

Any act of sexual penetration, of whatever kind and by whatever means, of a woman's body by the use of violence and threats or by trickery or artifice or by taking advantage of a woman who is not in a position to give free consent or to offer resistance and regardless of whether that person shows signs of resistance ⁽⁴⁰⁾.

• *Sexual harassment:*

Unwanted physical, verbal or non-verbal conduct of a sexual nature, violating the victim's dignity and creating a hostile environment. Acts are inclusive of, but not limited to, vulgar actions, requesting sexual favours, threatening or forcing with the purpose of gaining sexual satisfaction, forcibly imposed sexual intimacy. Sexual harassment is an action which the offender knows, or ought to know, will constitute harassment ⁽⁴¹⁾.

3. *Stalking:*

Seeking the proximity of the victim with serious detriment to the person's lifestyle and arousing, indirectly, directly or virtually, distress, fear or harm in the targeted person. This can be done in particular by trying to establish contact by any means, misusing the victim's personal data for the purpose of ordering goods or services or causing third persons to make contact, threatening the victim or someone close to the victim⁽⁴²⁾.

³⁸ Council of Europe (2011) Convention on preventing and combating Violence against Women and domestic violence. Explanatory report, p. 8.

³⁹ European Commission (2010) Feasibility report to assess the possibilities, opportunities and needs to standardise national legislation on Violence against Women, violence against children and sexual orientation violence.

⁴⁰ Council of Europe, Directorate-General of Human Rights (2006), Combating Violence against Women: Stocktaking report on the measures and actions taken in Council of Europe Member States; European Commission (2010) Feasibility report to assess the possibilities, opportunities and needs to standardise national legislation on Violence against Women, violence against children and sexual orientation violence.

⁴¹ European Commission (2010) Feasibility report to assess the possibilities, opportunities and needs to standardise national legislation on Violence against Women, violence against children and sexual orientation violence.

⁴² Based on: European Commission (2010) Feasibility report to assess the possibilities, opportunities and needs to standardise national legislation on Violence against Women, violence against children and sexual orientation violence; Human European Consultancy — Carol Hagemann-White, Thomas Meysen, with Barbara Kavemann, Gila Schindler, Nina Trunk (2010), Feasibility report national legislation on gender violence and violence against children — Report on Germany.

4. *Femicide*

Intentional murder of women because they are women.⁴³ For statistical purposes, femicides includes, at least, the number of homicides of women related to (or in the frame of): an intimate relationship between victim and perpetrator; sexual violence; honour killing; and trafficking in human beings.

Note: It should be kept in mind that the definitions and scope of what is covered by each of these terms varies within the Member States.

2 THE TENDER

2.1 SUBMISSION OF THE TENDER

Participation in Tendering procedures is open on equal terms to all natural and legal persons from one of the EU Member States and to all natural and legal persons in a third country which has a special agreement with the European Union in the field of public procurement on the conditions laid down in that agreement,.

Being launched by an EU Agency, this procurement procedure is not opened to the countries parties to GPA (except those mentioned in the previous paragraph).

Tenders must be submitted in accordance with the specific requirements of the Letter of Invitation to Tender and, without fail, within the deadlines laid down therein.

Late delivery will lead to the exclusion of the tender from the award procedure for this contract. Offers sent by e-mail or by fax will also be non-admissible. Envelopes found open at the opening session will also lead to non-admissibility of the tender. Consequently, tenderers must ensure that their bids are packed in such a way as to prevent any accidental opening during its mailing.

The tender must remain valid for a period of 6 months from the final date for submission of the tenders.

This invitation to tender is intended to be competitive. Any attempt by a tenderer to obtain confidential information, enter into unlawful agreements, collude or make arrangements with competitors, canvass or solicit EIGE staff or influence the evaluation committee or its individual members in any way during the tendering process will render tender invalid.

Submission of a tender implies that the Contractor accepts all the terms and conditions set out in these specifications (including the annexes and the technical specifications) and waives all other terms of business.

Submission of a tender binds the Contractor to whom the contract is awarded during performance of the contract. Once EIGE has accepted the tender, it shall become the property of the Institute that shall treat it confidentially.

EIGE shall not reimburse expenses incurred in preparing and submitting tenders. No compensation may be claimed by tenderers whose tender has not been accepted, including when the Institute (the contracting authority) decides not to award the contract.

⁴³ Based on: World Health Organisation (2012) Understanding and addressing violence against women .

The Protocol on the Privileges and Immunities of the European Union shall apply to this invitation to tender.

2.2 CONTENT OF THE TENDER

All tenders must contain all the information and all the supporting documents required by these Specifications. In the absence of the required information or documents, EIGE may disqualify the bid. EIGE reserves the right, however, to request additional evidences in relation to the bid submitted for evaluation or verification purposes within a time-limit stipulated in its request.

Tenders must be clear and concise, with continuous page numbering, and assembled in coherent fashion (e.g. bound or stapled).

Tenders shall be submitted in an official EU language if possible in English, the working language of EIGE.

All tenders must include:

A. Covering letter signed by the tenderer or his/her duly authorised representative

B. Table of contents

C. Five sections:

Section One: Administrative information,

Section Two: Documents related to the Exclusion criteria

Section Three: Documents related to the Selection criteria

Section Four: Technical offer addressing technical specifications and award

Section Five: Financial offer

Standard submission forms are annexed to these specifications

2.2.1 SECTION ONE: ADMINISTRATIVE INFORMATION

The Tenderer must provide the following identification documentation:

- Tenderer identification Form

The tenderer identification form is to be provided in original, signed by a representative of the Tenderer authorised to sign contracts with the third parties

- Legal entity Form

The legal entity form is to be provided in original signed by a representative of the Tenderer authorised to sign contracts with the third parties. This form (individuals, private entities or public entities) is available at:

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm#en

- Financial identification Form

The original bank identification form must be filled in and signed by an authorised representative of the Tenderer and his/her bank. A standard form is available at:

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

The above forms must be accompanied by the evidence as indicated at the bottom of each form (for private entities: proof of registration, VAT registration etc; for individuals: copy of passport, proof of registration/VAT if applicable; for public entities: official document on establishment etc).

Joint Offers

A joint tender is a situation where an offer is submitted by a group of tenderers (consortium). If awarded the contract, each member of the consortium will be jointly and severally liable towards EIGE for the performance of the contract.

A consortium can be a permanent, legally established grouping or a grouping which has been constituted for this tender procedure.

Consortia members in joint tenders may submit only one tender for a single contract. All members of the consortium shall sign the tender or one of the consortium members which is designated as the representative authorised to undertake commitments on its behalf (copy of the authorisation must be provided with the offer).

The tender must indicate which member (lead consortium partner) will represent the consortium in dealing with the contracting authority. The tender must describe the form the cooperation is to take in order to achieve the desired results and how technical, administrative and financial aspects will be organised.

If the tender does not mention that all members are jointly and severally liable, all other parties included in the tender than the party signing the tender (Tenderers) will be considered subcontractors.

In case of submission of a joint offer, the Tenderers are asked to provide an original of filled in and duly signed one of the attached Powers of attorney of the Standard Submission Forms depending on the set up that has been chosen by the Tenderers, and specify the role of the group, as well as who has been appointed by the others as the group leader.

In case of a joint offer, only the group leader must return the financial identification form.

Subcontracting

Subcontracting is the situation where the Contractor in order to implement the contract, enters into legal commitments with other legal or natural persons for performing part of the service (in particular, any work performed by a person who is not an employee of the tenderer will be considered as subcontracted).

The Contractor shall remain bound by his obligations to EIGE and shall bear exclusive liability, sole and fully responsibility for the performance of the contract. EIGE has no direct legal relationship with the subcontractor(s).

If the Tenderer envisages subcontracting, the tender must include, using models in Standard Submission Forms:

- a subcontracting form by Tenderer clearly stating the roles, activities and responsibilities of the proposed subcontractor(s), and the reasons why subcontracting is envisaged;
- a letter of intent by each proposed subcontractor stating its intention to collaborate with

the tender if the Tenderer wins the contract and their willingness to accept the tasks and the terms and conditions of the contract.

The Tenderer must indicate clearly in their methodology, which parts of the work will be sub-contracted.

The main contractor retains full liability towards EIGE for performance of the contract as a whole. Accordingly:

- EIGE will treat all contractual matters (e.g. payment) exclusively with the main contractor, whether or not the tasks are performed by a subcontractor;
- under no circumstances can the main contractor avoid liability towards the agency on the grounds that the subcontractor is at fault.

Prior written approval from EIGE is necessary in order to replace a subcontractor and/or have work which was not originally subcontracted in the original tender carried out by third parties.

In case the identity of subcontractors is not known at the time of submitting the offer, any future subcontract may be awarded according to the provisions of the contract.

2.2.2 SECTION TWO. EXCLUSION CRITERIA DOCUMENTATION

A. Tenderers (including consortium members in case of a joint offer) or their representatives, shall provide an original Declaration on honour, duly signed and dated in which they:

- state whether or not they are in one or more of the situations referred to in Articles 106 and 107 of the Financial Regulation and detailed in the SSF;
- undertake to submit to EIGE any additional document relating to the exclusion criteria, that EIGE considers necessary to perform its checks, within seven calendar days following the receipt of EIGE's request.

By returning the above-mentioned Declaration, duly signed, Tenderers confirm that they have been notified of the following points:

- Administrative or financial penalties may be imposed by the Institute on Tenderers who are in one of the cases of exclusion provided for in Articles 106 and 107 of the Financial Regulation after they have been given the opportunity to present their observations.
- These penalties are detailed in Article 109 of the Financial Regulation and Articles 142 and 145 of the Rules of Application (No 1268/2012 of 29 October 2012).

B. The tenderer to whom the contract is awarded shall provide, within 10 days following the dispatch of the letter informing him of the proposed award of the contract and preceding the signature of the contract, the following evidences confirming the statements referred to in the Declaration.

EIGE will accept, as satisfactory evidence that the tenderer is not in one of the situations described

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

- For the situation described in point (d) above, recent certificates or letters issued by the competent authorities of the State concerned are required. These documents must provide

evidence covering all taxes and social security contributions for which the tenderer is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions.

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

If the tenderer is a legal person, information on the natural persons with power of representation, decision making or control over the legal person shall be provided only upon request by EIGE.

Where they have doubts as to whether tenderers are in one of the situations of exclusion, EIGE may itself apply to the abovementioned competent authorities to obtain any information they consider necessary about that situation.

EIGE may waive the obligation of a tenderer to submit the abovementioned documentary evidence if such evidence has already been submitted to it for the purposes of another procurement procedure and provided that the issuing date of the documents does not exceed one year and that they are still valid. In such a case, the tenderer shall declare on his honour that the documentary evidence has already been provided to EIGE in a previous procurement procedure and confirm that no changes in his situation have occurred. The tenderer shall indicate in its tender all the references necessary to allow the EIGE services to check this evidence.

2.2.3 SECTION THREE: SELECTION CRITERIA DOCUMENTATION

This part of the tender concerns the evidences relating to the economic and financial capacities, as well as technical and professional, capacities of the service provider(s) involved in the bid.

The proper implementation of the contract requires a multiplicity of skills, capacities and different types of expertise to be combined in the performance of the various tasks and activities.

An economic operator may rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in this case prove to EIGE 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. EIGE may require that the economic operator and the entities referred to in this paragraph are jointly liable for the execution of the contract.

In the case of joint tender (consortium) or subcontracting, the technical and professional capacity shall be assessed in relation to the combined capacity of all the parties involved in the tender.

EIGE reserves the right to request additional information for the evaluation of the economic and financial capacity of each member of a consortium.

In case on of subcontracting to the same subcontractor not more than 30% of the contract, provided the main contractor does not rely on the subcontractor's economic and financial capacities, the subcontractor(s) does not have to provide the economic and financial capacity form. However, EIGE reserves the right to request additional information for the evaluation of the economic and financial capacity.

EIGE may waive the obligation of a tenderer to submit the abovementioned documentary evidence if such evidence has already been submitted to it for the purposes of another procurement procedure and comply with 2.4.3.A and 2.4.3.B. In such a case, the tenderer shall declare on his honour that the documentary evidence has already been provided to EIGE in a

previous procurement procedure and confirm that no changes in his situation have occurred. The tenderer shall indicate in its tender all the references necessary to allow the EIGE services to check this evidence.

2.2.3.1 Economic and financial capacity

Tenderers must provide EIGE with sufficient proof of their financial standing, and more importantly that they have the necessary resources and financial means to carry out the work involved. The tenderer must prove they are viable for the duration of the contract.

Evidence on compliance with the economic and financial capacity requirement must be provided by the following document:

The tenderer which according to the law of the country in which it is established is required to publish the balance sheet shall complete and include in the offer a statement "Economic and financial capacity" as presented in the Standard submission forms. Please observe the following aspects in completing this financial statement:

It should be presented in original and certified by means of a signature of the chief accounting officer of the tendering organisation.

EIGE has the right during the tendering process and before awarding the contract to request further evidence on the tenderer's compliance with the economic and financial capacity requirement, in which case balance sheets and profit and loss accounts for the past financial years may be requested.

The tenderer which according to the law of the country in which it is established is not required to publish the balance sheet shall provide the extract from the budget.

In the case of a consortium submitting an offer, the consortium may rely on the capacities of members of the consortium. It must prove in its offer that it will have their resources at its disposal.

The statements of Economic and financial capacity should be included in the offer for all consortium partners.

In the case of a physical person the financial statement should be included into the offer for where only two lines on Turnover need to be filled in and the financial statement can be signed by the physical person only.

The average annual turnover of the tenderer must be not lower than EUR 400.000 during the past 3 years.

2.2.3.2 Technical and professional capacity required and their documentary presentation

The technical and professional capacity of the tenderers to provide the services required will be assessed with regard to their know-how, efficiency, effectiveness, experience, reliability in providing the required expertise.

The tenderer needs to demonstrate in the Offer the capacity to:

- set up the appropriate organisational structure to carry out all the tasks under this contract as well as demonstrating a proven capacity to manage the administrative and financial aspects of such a contract;
- proven capacity to liaise with the relevant actors on EU and Member States' level;
- demonstrate significant professional experience in an EU (or international) context, in particular the capacity to collect, analyse and present gender statistics. The tenderer should present a list of at least three different projects, implemented by the tenderer, that involved the collection, analyses and presentation of statistics data and metadata .The presentation of statistics should not be limited to tables/text but also should be in graphs/charts/pies/scatter plots/histograms/time-lines/maps etc.

- demonstrate the highest quality in web design and production of major web projects of international nature;

The implementation of the Contract will require knowledge and expertise in the following areas:

- statistics data and metadata collection, analysis, interpretation and dissemination
- knowledge about different types of statistical sources and its impact on the quality of data (e.g. Understanding that using administrative systems to produce statistics will have implications for the definitions and quality of data);
- Explaining statistical concepts and findings;
- Identifying data fit for purpose;
- Surveys and data collection:
 - o Understands principles of sample and survey design and collection methods.
 - o Understands sampling errors and issues such as non-response;
- Data quality and management:
 - o Understands different methods of data storage, validation and extraction.
- Applies different methods of data storage, validation and extraction to own data.

The offer should clearly demonstrate that the proposed team covers all profiles and their qualifications and professional experience, as indicated in section 1.9.

The team working on the project must possess strong analytical and drafting capacities and demonstrate a very good command of the English language.

In the case of joint offer (consortium) or subcontracting, the technical and professional capacity shall be assessed in relation to the combined capacity of all the parties involved in the tender.

Evidence of the technical and professional capacity shall be presented as indicated in Standard Submission Forms.

Project managerial staff of contractors and subcontractors if any will be proven by the following:

- Indication of educational and professional qualifications of the persons responsible for providing the services, including any publications and/or studies and/or any other type of relevant work in the field that is the object of this contract;
- the CVs (a common European format) of the members of the team must be enclosed and must clearly show evidence of the skills required. The form can be downloaded from:
<http://europass.cedefop.europa.eu/europass/home/hornav/Downloads.csp>

The successful tenderer may be requested to provide the diplomas and professional qualifications of the persons responsible for providing the services, including any publications and/or studies and/or any other type of relevant work in the field that is the object of this contract.

2.2.3.3 Project Team

The organisation of the project team is a key feature and it is fundamental in order to deliver the expected results, in the defined timeline.

The required experience of the team members should be explicitly reflected in their CVs, which are to be included in the tenderer's offer (as referred in section 2.2.3. of the tender specifications). Tenderers should pay attention to the need to ensure that the research team fulfils the requirements listed below in terms of qualifications and experience.

The team must have members with the following professional profiles and may include further members if needed.

The team must include the following profiles:

Project manager

Envisaged tasks (non-exhaustive list):

- plan and manage human resources;
- define tasks and deliverables and lead on their execution against time, quality and cost criteria;
- manage the change control process gaining agreement for revisions to the project from EIGE;
- follow-up of decisions and activities;
- review project deliverables;
- assess and manage the project's risks;
- report on the project status and problems;
- manage the administrative/contractual aspects of the project;
- participate in meetings with EIGE and EIGE's stakeholders.

Qualifications and professional experience must include:

- university degree;
- minimum of five years of professional experience in project management;
- proven experience in research management, as manager or coordinator of a least five major international or European projects (preferably research), each involving at least three countries;
- preferable experience on evaluation and assessment of projects, programmes and practices in the context of gender equality;
- excellent knowledge of English (Level C1 based on Europass CV language levels model⁴⁴).

Researcher in quantitative data analysis

Envisaged tasks (non-exhaustive list):

- Design and implement methodologies for statistics data and metadata collection (survey or administrative);
- Process and classify statistics metadata information
- Analysis of statistics data:
 - Characterisation;
 - Association and Correlation
 - Classification

⁴⁴ <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

- Clustering
- Design and implement methodologies for the description of general properties of data such as class, concepts, correlations, concepts.

Qualifications and professional experience must include:

- university degree in statistics or related field;
- proven experience in international or European research projects;
- minimum of five years of research experience in quantitative data analysis (preferably with links to gender statistics);
- excellent knowledge of English (Level C1 based on Europass CV language levels model).

Researcher on gender equality

Envisaged tasks (non-exhaustive list):

- Design and implement methodologies for the collection, processing and production of gender statistics data and metadata;
- Design and implement methodologies for gender analysis of statistics information taking into account more than one variable to find the origin of the differences and to isolate the proper effect of gender;
- Preparation of statistical outputs to be disseminated ensuring that meaningful differences and similarities between women and men are reflected
- participate in meetings with EIGE and EIGE's stakeholders.

Qualifications and professional experience must include:

- university degree in social sciences or related field;
- proven experience in international or European research projects;
- minimum of five years of research experience in gender equality issues;
- excellent knowledge of English (Level C1 based on Europass CV language level model).

Senior expert on gender statistics

Envisaged tasks (non-exhaustive list):

- perform the required calculations in order to process statistics data to be integrated into the database;
- analyse, understand and document the quality requirements of gender statistics and gender-based violence statistics;
- produce proposals for the improvement and updating of a gender statistics database;
- analyse and present advantages and disadvantages of proposed solutions;
- participate in meetings with EIGE and EIGE's stakeholders.

Qualifications and professional experience must include:

- university degree;

- proven experience in international or European research projects;
- proven experience on the development and processing of gender statistics;

Quality manager

Envisaged tasks (non-exhaustive list):

- develop and maintain Quality Assurance (QA) plan;
- audit and report in compliance with the QA;
- manage the execution of QA and Quality Control activities;
- organise and perform unit, system and integration testing;
- report on test results.

Qualifications and professional experience must include:

- university degree;
- minimum of three years of professional experience in quality management;
- proven experience in quality management, as a quality manager of at least three major international or European projects;
- very good knowledge of English (Level B2 based on Europass CV language level model).

Database expert

Envisaged tasks (non-exhaustive list):

- analyse and design a database architecture that will satisfy the defined requirements of the application;
- develop relational databases;
- develop the connections between existing databases and the envisaged application;
- monitoring and reporting on the database performance;
- produce the documentation of databases.

Qualifications and professional experience must include:

- minimum of six years of professional experience in database development on SQL;
- proven experience in database development of at least five projects that provide an interface to a database of statistics;
- very good knowledge of English (Level B2 based on Europass CV language level model).

Editor

Envisaged tasks (non-exhaustive list):

- editing of the project's deliverables;
- drafting texts for promotional materials.

Qualifications and professional experience

- university degree;
- proven experience in international or European research projects;
- minimum of five years of experience in editing and proofreading;
- excellent knowledge of English (Level C1 based on Europass CV language level model).

All costs for employing any additional experts during the implementation phase of the project are to be borne in full by the Contractor.

2.2.4 SECTION FOUR: TECHNICAL OFFER

This section is of a great importance in the assessment of the bids, the award of the contract and the future execution of any resulting contract. Attention is also drawn to the award criteria, which define those parts of the technical offer to which the tenderers should pay particular attention. The technical offer should address the tenderer's approach to and solutions for all matters laid down in the technical specifications while the tenderer should be aware, that a simple repetition of the Technical specification will result in a very low technical score. The level of detail of the tender will be very important for the evaluation of the tender.

To grant equal treatment of all tenders, it is not possible to modify offers after their submission. As a consequence, incompleteness in this section can only result in negative impact for the evaluation of award criteria. Please note also, that offers deviating from the Technical Specifications may be rejected for non-conformity.

The Technical Specifications and the tenderer's bid shall be integral parts of the contract and will constitute annexes to the contract, while in case of contradictions the Technical Specifications prevail.

The tenderer must submit its Technical Offer following the structure described below:

- Demonstration of a clear understanding of the objectives and assignments***
- Methodological approach including Quality assurance and Quality control***
- Project management, organisation of the project team and communication***
- Work plan and timeline***

Technical offer has to describe clearly:

- a) The knowledge about the issues related to the objectives of the project;
- b) The operational structures provided to implement the activities and to fulfil the foreseen tasks, with particular concern on project management, coordination of tasks with sub-contractors (if applicable), coordination of expertise required and the strategy to manage different activities in the given timeline;
- c) The planning and the description of how and when activities will be implemented and deliverables provided.

- d) The methodological approach developed to achieve the expected results which should ensure the achievement of the defined objectives;
- e) The process that will be followed and will ensure that the execution of tasks meet the requirements of EIGE and will be performed without defects and/or errors (quality assurance);
- f) The process that will be followed and will check if the deliverables meet EIGE's requirements and are flawless. This process should also define the mitigation actions in case the quality control reveals errors in the deliverables (quality control);
- g) the security technologies that will be implemented in the proposed solution
- h) The risk assessment and management process. The contractor will have to describe at least
 - a. The strategy that will be followed and will cope with change requests coming from EIGE;
 - b. The process that will be followed and will cope with conflicting requirements from EIGE;
 - c. The strategy that will be followed and will cope with the work under pressure (e.g. tight deadlines, unexpected scarcity of resources)
 - d. Management of any other risk envisaged during the implementation of the project
- i) a Key Performance Indicators' (KPI) proposal for evaluating the contractor's proposal for maintenance and updating of the database during the design phase.
- j) a KPI's proposal for evaluating the database during the implementation phase.

Tenderers must clearly show in their technical offer how they will ensure that the research will comply strictly with national and EU **data protection legislation**, especially Regulation (EC) No 45/2001 and Directive 1995/46/EC, as well as Regulation EC No 322/97 on the processing of data for statistical purposes.

If the tenderer intends to subcontract any part of the services, a description of the extent to which tasks will be sub-contracted, as to how subcontracting will be effectively monitored, must be provided.

In the Technical offer, the style and presentation must, as far as possible, be simple and clear, and free of jargon that obscures rather than promotes meaning to readers unfamiliar with it.

VARIANTS

Variants are not allowed.

Variant means a solution technically or economically equivalent to a model solution known to the contracting authority. Variants may relate to the whole contract or to certain parts or aspects of it.

2.2.5 SECTION FIVE: FINANCIAL OFFER

All tenders must contain a financial offer section which shall consist of: The Financial Offer Form (template presented in "Standard Submission Forms").

The maximum volume of the contract is 195.000 EUR, excluding VAT. Tenders presenting a total price superior to this maximum amount will be excluded.

Tenderers must provide fixed price including all fees and project related costs (project management, quality control, back-up resources, traveling and accommodation in Vilnius, etc.) directly or indirectly connected with the provision of the service.

The tenderer must specify the category of staff to be involved in the project and:

- The total number of days (person-days) each member of staff will contribute to the project;
- Professional fees should be expressed as the number of person-days multiplied by the unit price per working day for each expert proposed. The unit price should cover expert's fees and administrative expenditures;
- other costs shall include direct costs such as travel costs, translation expenses, any expenses for meetings' facilities or other.

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

- Prices must be quoted in EUROS.
- Prices should be quoted free of all duties, taxes and other charges e.g. free of VAT, as the European Institutions are exempt from such charges in the EU under Articles 3 and 4 of the protocol on the Privileges and Immunities of the European Union of 8 April 1965 (OJ L 152 of 13 July 1967). Exemption is granted to the agencies by the governments of the Member states, either through refunds upon presentation of documentary evidence or by direct exemption. For EIGE the Lithuanian national legislation provides an exemption by means of a reimbursement. The amount of VAT is to be shown separately.

In case of doubt about the applicable VAT system, it is the tenderer's responsibility to contact the national authorities to clarify the way in which the European Union is exempted from VAT.

3 THE ASSESSMENT PROCEDURE

3.1 EVALUATION OF THE TENDERERS

Stage 1 - Application of exclusion criteria

The (non-)exclusion of the tenderer will be evaluated on the basis of the documents submitted as indicated in Section 2.4.2 Exclusion criteria.

Contract may not be awarded to tenderers (legal or natural persons) who:

- are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or fail to supply this information;
- are subject to a conflict of interest in connection with this contract;
- are in one of the situations leading to exclusion, as indicated in Section 2.4.2 Exclusion criteria.

In case of joint offers or/and subcontracting, the exclusion criteria will be assessed in relation to each consortium member and subcontractor individually.

If a member of a consortium is subject to exclusion, the rest of the consortium will be excluded.

If a subcontractor is subject to exclusion, the tenderer shall be excluded.

Stage 2 - Application of selection criteria

The aim is to check the technical and professional capacity and economic and financial capacity of each tenderer who has passed the exclusion stage.

The admissibility of the tenderer will be evaluated on the basis of the documents submitted as indicated in Section 2.4.3 Selection criteria. All tenderers will undergo strict evaluation of conformity to selection criteria laid down in the Tender Specifications. The Tenderers not satisfying the selection criteria will not be selected and their offers will not be further evaluated against award criteria.

In case of joint offers or/and subcontracting:

- For the overall turnover or turnover a consolidated assessment shall be made.
- The selection criteria for technical and professional capacity will be assessed in relation to the combined capacities of all members of the consortium and subcontractors, as a whole.

3.2 EVALUATION OF THE TENDERS

Stage 3 - Application of award criteria

The aim is to assess, on the basis of the award criteria, the technical and financial offers and establish a ranking list in order of merit.

A. Technical evaluation

The quality of Technical Offers will be evaluated according to the following technical award criteria:

Criteria number	Criteria description	Maximum points per criteria	Minimum required score
1	<u>Project management:</u>	<u>25</u>	18
	- Understanding of the objectives of the contract	8	
	- Organisation of the project team	9	
	- Work Plan and timeline	8	
2	<u>Project methodology and tools:</u>	<u>35</u>	24
	- Clear and appropriate methodological approach, including sound methodology, quality assurance and quality control plan for delivering the expected results	30	
	- Clear and appropriate Security technologies that will be implemented in the proposed solution	5	
3	<u>Risk management during the contract implementation:</u>	<u>20</u>	14
	- Clear and appropriate management of requests for changes	5	
	- Clear and appropriate management of conflicting requirements	5	
	- Clear and appropriate strategy for working under pressure	5	
	- Clear and appropriate management of any other risk envisaged	5	
4	<u>Key performance indicators</u>	<u>20</u>	14
	- a comprehensive and adequate list of Key Performance Indicators' (KPI) for evaluating the contractor's proposal for maintenance and updating of the database during the design phase.	10	
	- A KPI's proposal for evaluating the database during the implementation phase.	10	
Total		100	

Tenders scored either below the minimum score required per criterion and below 70 out of total 100 points will be rejected and thus not be considered for the next step of the evaluation

Tenders should elaborate on all points addressed by these specifications in order to score as many points as possible. If certain essential points of these specifications are not expressly covered by the tender, EIGE may decide to give a zero mark for the relevant qualitative award criteria.

B. Financial evaluation

The evaluation of Financial Offers is based on the total price.

3.3 AWARD OF THE CONTRACT

3.3.1 Award principle

The contract will be awarded to the most economically advantageous offer on the basis of the quality / price ratio, in accordance with the following formula:

$$\text{Final score for Tender} = \text{Technical score} \times 100.000 / \text{Price}$$

The tenderer having the highest score will be awarded the contract under condition of respect of requirements on absence of conflict of interest and other requirements linked to criteria on exclusion from award.

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

3.3.2 Information to tenderers

After evaluation, all tenderers will be informed about whether their tender has been accepted or rejected.

The information letters will be sent electronically to the e-mail address indicated in the form "Identification of the tenderer".

The tenderer is asked to confirm in writing, by a separate e-mail to procurement@eige.europa.eu the receipt of the information letter.

Certain information may be withheld where its release would impede law enforcement or otherwise be contrary to the public interest, or would prejudice the legitimate commercial interests of economic operators, public or private, or might prejudice fair competition between them

3.3.3 .Standstill period

EIGE shall not sign the contract with the successful tenderer until a standstill period of 10 calendar days has elapsed, running from the day after the simultaneous electronic dispatch of the notification on the award decision and letters to unsuccessful tenderers.

If both the electronic communication and fax fail, the notification will be re-sent immediately by letter, in which case the standstill period of 14 calendar days will apply.

3.3.4 Evidence by Contractor

The tenderer to whom the contract is to be awarded shall provide, within 10 days following the receipt of the letter informing him of the proposed award of the contract and preceding the signature of the contract, the evidence on exclusion criteria, defined in section 2.2.2. If this evidence is not provided or proved to be unsatisfactory, the Institute reserves the right to cancel the award procedure or to change the award decision to the benefit of the next best ranked tenderers on condition that s/he provides the evidence on exclusion.

3.3.5 No obligation to award the contract

The tendering procedure shall not involve EIGE in any obligation to award the contract. EIGE 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.

In the event of cancellation of the tender procedure, Tenderers will be notified. In no event shall the Institute be liable for any damages in any way connected with the cancellation.

4 THE CONTRACT

4.1 PLACE OF PERFORMANCE

The tasks will be performed on the Contractor's premises or places indicated in the tender. Meetings between the Contractor and EIGE will be held on EIGE premises in Vilnius.

4.2 VOLUME OF THE CONTRACT

The budget available for the contract is 195,000.00 EUR, excluding VAT. Any bid exceeding this amount will not be considered.

4.3 TERMS OF PAYMENT

Payments shall be made in accordance with Articles I.4 of the Draft Service Contract.

Payments shall be executed only if the Contractor has fulfilled all the contractual obligations by the date on which the invoice is submitted. Payment requests may not be made if an earlier payment has not been executed as a result of default or negligence on the part of the Contractor.

4.4 GUARANTEES

No guarantees are required by the contract.

4.5 DATA PROTECTION

See Section I.8 in the Draft Service Contract and the Invitation to Tender.

Annex 1

Gender-based violence

GBV statistics by source

- Population surveys
- Administrative data

Direct GBV by type

- Sexual violence
- Physical violence (non-sexual)
- Economic and psychological violence
- Stalking

Direct GBV by victim-perpetrator relationship

- Intimate partner violence
- Violence by family members other than intimate partners
- Violence by other individuals

Indirect GBV

- Attitudes towards GBV
- Attitudes towards gender equality

Annex 2

EIGE's database on gender statistics

Data import and export and automatization processes

Macro datasets from Eurostat and other immediate sources distributing data in the SDMX format are imported into the database directly from the SDMX files distributed by the source. When updates of these datasets become available, an updated SDMX files is copied from the immediate source into the appropriate update directory on EIGE's database server. The database is updated automatically.

Macro datasets from immediate sources that do not use the SDMX format are converted into a format compatible with the database by using Stata code offline. When an update of the dataset is released by the source, a new micro dataset is obtained from the original source, run the Stata code on the new dataset and then copied the outputs into the appropriate update directory on the server.

For datasets that contain values that need to be computed locally from existing datasets, code on EIGE's Database server automatically computes the values as soon as the source data is updated on the server.

Datasets computed from micro-data (such as the FRA Violence Against Women survey or the European Working Conditions Surveys) are computed offline by means of Stata code and then loaded into the database by copying the output of the Stata code into the appropriate update directory on EIGE's database server. When a new wave of the micro survey is released, the new micro dataset is obtained from the immediate source, run the Stata code on the new dataset and then copy the outputs into the appropriate update directory on the server.

EIGE's database server offers data export in comma-separated (csv) files, accompanied with code to allow easy import (with meaningful variable names and labels) into Stata and SPSS.