



**EUROPEAN COMMISSION  
EUROSTAT  
Directorate A: Resources  
The Director**

**ORIGINAL EN**

**European Commission  
Call for tenders ESTAT/2023/OP/0032**

**Provision of services and activities for the implementation of the European Master in  
Official Statistics**

**Open procedure**

**TENDER SPECIFICATIONS**

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## 1. SCOPE AND DESCRIPTION OF THE PROCUREMENT

### 1.1. Contracting authority: who is the buyer?

This call for tenders is launched and managed by the European Commission, EUROSTAT, referred to as the *contracting authority* for the purposes of this call for tenders,

Eurostat is a Directorate-General of the European Commission (“Commission”). Its mission is to provide the European Union with a high-quality statistical information service.

Together with the national statistical offices, Eurostat is responsible for the European statistical system: see Regulation (EC) No 223/2009 of the European Parliament and of the Council of 11 March 2009 on European statistics (OJ L 87/164, 31.3.2009). Eurostat implements standards, methods and classifications for the production of comparable, reliable and relevant data. Users of Eurostat’s output include the Commission and other institutions of the European Union, national governments of the Member States, international organisations, businesses, universities and a wide range of other users. Eurostat also supports non-member countries, including the candidate countries, in adapting their statistical systems.

More information can be found on the Eurostat's website: <https://ec.europa.eu/eurostat>

Eurostat carries out some of its activities by awarding contracts for the provision of services relating to the various fields of the European statistical programme.

### 1.2. Subject: what is this call for tenders about?

The subject of this call for tenders are services and activities for the implementation of the European Master in Official Statistics.

### 1.3. Lots: is this call for tenders divided into lots?

This call for tenders is divided into two lots:

Lot number	Lot title
1	EMOS EVENT ORGANISATION AND COMMUNICATION
2	EMOS MOBILITY ACTIVITIES

Tenders may be submitted for any lot. Each lot will be assessed independently of any other lot. Tenders, which cover only part of one lot or are declared as being conditional on the award of any other lots, are not permitted.

### 1.4. Description: what do we want to buy through this call for tenders?

The purchases that are the subject of this call for tenders, including any minimum requirements, are described in detail below.

Variants (alternatives to the model solution described in the tender specifications) are not allowed for any lot. The *contracting authority* will disregard any variants described in a tender.

## LOT 1 - EMOS EVENT ORGANISATION AND COMMUNICATION

### 1.4.1. *Background and objectives*

The European Master in Official Statistics ([EMOS](#)) was launched in 2014 as a shared initiative by Eurostat and the European Statistical System (ESS) to connect producers of official statistics and academia at European level. The objective of EMOS is to include official statistics in statistical curricula of universities across Europe, meet training needs in the ESS and create a pool of highly skilled professional statisticians for recruitment in the ESS and the European System of Central Banks (ESCB).

All nationally accredited master's programmes in EU Member States, EU candidate countries and European Free Trade Area (EFTA) countries can apply for the EMOS label. As of December 2023, the EMOS network included 33 master's programmes in 17 countries. EMOS builds on existing and nationally accredited programmes which, in line with the EMOS learning outcomes, familiarise the graduates with the system of official statistics, production models, statistical methods and dissemination. EMOS-labelled master's programmes actively collaborate with national statistical institutes (NSIs) and other national authorities responsible for the development, production and dissemination of European statistics (ONAs) for relevant master's thesis topics and internships in the sphere of official statistics.

Representatives of EMOS-labelled master's programmes, their partner organisations, Eurostat and the EMOS Board get together annually in an EMOS network event, such as the EMOS workshops. Annual EMOS network events normally bring together up to 100 participants from across Europe.

The EMOS Board advises the European Statistical System Committee (ESSC) on matters relating to EMOS, evaluates applications for the EMOS label, monitors compliance with EMOS requirements and reports back to the ESSC. The EMOS Board has 14 members: 6 from universities, appointed in a personal capacity, 5 from NSIs, 1 from an NCB, 1 from ESAC and 1 from Eurostat as Chair. The EMOS Board meets at least twice per year.

### 1.4.2. *Detailed characteristics of the purchase*

#### 1.4.2.1. *Services to be purchased*

The contractor will support Eurostat in the implementation of EMOS by organising a number of events for the members of the EMOS network:

- Four 2-day events for the members of the EMOS network (1 per year starting from autumn 2024) in a city in Europe,
- Eight 1-day meetings of the EMOS Board, out of which four are to be organised back-to-back to the above-mentioned EMOS network events.

The contractor will also support Eurostat in defining and carrying out communication activities for the duration of the contract:

- design and implementation of at least three communication campaigns,
- design, production and delivery of communication material,
- design and production of EMOS visuals and slide deck.

The estimated total value is EUR 600.000,00 for the entire duration of the contract (see article I.3 of the contract).

#### 1.4.2.2. Glossary

EMOS – European Master in Official Statistics

ESS – European Statistical System

ESSC – European Statistical System Committee

ESAC – European Statistical Advisory Committee

NSI – National statistical institute

ONA – Other national authority responsible for the development, production and dissemination of European statistics

IO – international organisation

NCB – national central bank

ESCB – European System of Central Banks

RSO – regional statistical office

KPI – key performance indicator

#### 1.4.2.3. Tasks and expected results

##### Task 1. Organisation of EMOS network events

The contractor will organise up to four annual events for the members of the EMOS network for the duration of the contract. EMOS network events are typically organised as annual workshops. However, different events for the EMOS network members, such as a job fair, EMOS Open Day or a conference, could be organised. The contractor will make proposals on the event concept which will be discussed during progress meetings. The date, location and venue will be defined and provided for by Eurostat.

EMOS workshops are organised annually as onsite events and are hosted at a university offering an EMOS-labelled master's programme or a national statistical institute (NSI). They bring together representatives of the EMOS-labelled master's programmes, organisations producing official statistics, EMOS students and graduates, and representatives of other partner organisations from across Europe. Organisations producing official statistics include NSIs, other national authorities responsible for the development, production and dissemination of European statistic (ONAs) <sup>(1)</sup>, national central banks (NCBs), regional statistical offices (RSOs), line ministries, international organisations (IOs). EMOS workshops normally bring together around

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<sup>(1)</sup> Complete list of National statistical institutes (NSI) and other national authorities: [https://ec.europa.eu/eurostat/documents/13019146/13574152/20230221\\_List\\_other\\_national\\_statistical\\_authorities\\_LV+.pdf/837230ed-711f-93a5-7219-874d7ecb4832?t=1676985354258](https://ec.europa.eu/eurostat/documents/13019146/13574152/20230221_List_other_national_statistical_authorities_LV+.pdf/837230ed-711f-93a5-7219-874d7ecb4832?t=1676985354258)

100 participants. The workshops are a unique opportunity for the members of the EMOS community to exchange views, experiences and ideas. They last for a maximum of 2 days.

The tasks and services to be covered within this lot are described in the following sections.

#### Task 1.1. Event concept, planning and coordination

Based on the objective of each specific event, the contractor will assist Eurostat in clarifying and further defining the tasks to be performed. This includes but is not limited to:

- developing the event concept,
- identifying the necessary steps and establishing a timeline for organising the events,
- checking of dates of national/local events and national holidays against the event date and flagging any overlapping which may impact the event, and liaising with Eurostat to avoid overlaps with major statistical events and conferences,
- advising Eurostat on innovative technology that brings the event concept to life, implementing it and providing onsite support,
- developing the approach and key performance indicators (KPIs) for a post-event evaluation: number of participants, number of first-time attendees, cost per attendee, overall usefulness of the event for the attendees, etc.,
- identifying the different services needed for a successful event (e.g. technical equipment, catering, graphic design, etc.),
- planning of event preparation, including key dates for Eurostat’s input/approvals (hotel cancellation deadlines/policies, printing deadlines, etc.) and for delivery of production milestones by the contractor.

The contractor will submit an event concept and planning document to Eurostat, including the planning and roadmap and roles and responsibilities for all stakeholders involved, within 4 weeks after the kick-off meeting (for the event in 2024) and at least 6 months before the event for all subsequent events.

The contractor will be responsible for coordinating all stakeholders who are needed for a successful event. This includes in particular: the team at Eurostat, host organisation(s), other suppliers, event participants, speakers. The contractor will ensure that deadlines are set, communicated clearly to all stakeholders involved and closely monitored, while allowing for some exceptional last-minute changes. The contractor will continuously manage information flows between Eurostat and any stakeholders involved in the event, provide Eurostat with regular status updates, preferably in the form of tables or checklists rather than free text, and will be available during regular office hours (9.00 -17.30 CET/CEST) on European Commission working days.

To ensure smooth coordination during the preparation, execution and follow-up phase, the contractor will organise and actively participate in a kick-off meeting, one site visit for each organised event, progress and coordination meetings, during the preparation of the events. The contractor will draft meeting agendas and minutes.

**Deliverable D.1.1 ‘Event concept and planning document’** will include all of the results of the tasks performed under task 1.1., including the event concept, planning and roadmap, identification of the necessary steps and services, definition of the roles and responsibilities for all stakeholders involved, advice on use of innovative technology to enhance the quality of the event, approach and KPIs for a post-event evaluation. In the case of the first event to be organised in autumn 2024, this deliverable will be submitted within 4 weeks after the kick-off meeting. For all subsequent events, this deliverable will be submitted at least 6 months before the event. The deliverable will be included in each of the technical implementation reports.

#### Task 1.2. Communication, participant management, onsite and online services

The contractor will assist Eurostat, and cooperate and coordinate closely with it, to communicate about the events to the relevant stakeholders and with event participants before, during and after the events. The contractor will create an event website and online participant registration system and ensure their day-to-day management. The contractor will report on a regular basis to Eurostat before and during the event on participant-related issues.

The range of services to be performed for each event may vary depending on what will be provided by the event host. The sections below include a description and list of services to be provided at the least under this task.

##### Pre-event:

The pre-event phase will start, ideally, at least 5 months before the date of the event. The contractor should however have sufficient capacity to respond also to last-minute organisation request with a shorter pre-event time. The contractor should comply with General Data Protection Regulation (GDPR) and should take all necessary measures and system requirements to protect personal data of all participants. A GDPR audit might be carried out. All costs to GDPR conformity are to be borne by the contractor.

##### Pre-event tasks include:

- development and updating of an event website and online participant registration system. The website should feature the event programme, material (presentations, digital posters, etc.), information on the speakers, logistical information about the venue, accommodation, social events, etc. The website will be openly accessible and available. It will be developed in line with the European Commission web accessibility rules and the Eurostat visual style guide<sup>(2)</sup> as well as website usability principles to guarantee attractiveness, facilitate easy access and navigation.
- development and delivery of digital and print work. This can include: drafting and compiling content (announcement article), including liaising with the various content contributors, creating a visual identity for the event, graphic design of images for social media, of posters and digital flyers, sign posting, programmes, participant lists, presentation templates in PowerPoint or an equivalent application. Any graphic work needs to comply with visual identity rules of the European Commission,

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<sup>(2)</sup> European Commission web accessibility rules and the Eurostat visual style guide: <https://ec.europa.eu/eurostat/web/0o.o0o.documentation.o0o.o0/accessibility>

- drafting and sending the save-the-date messages and accompanying documents,
- drafting a photography and video consent form,
- drafting a participant survey to collect input on the organisation and content for the evaluation of the event,
- drafting and sending the invitation letter and accompanying documents (draft programme, link to the event website, information on travel and accommodation, public transport, event venue, organisational information and contact details of an onsite event manager, photography and video consent forms, participant list sharing, material, indication of intention to attend the social events, etc.),
- sending at least 2 reminders and other relevant e-mails to all registered participants,
- responding to participant and organiser questions (telephone, e-mail) within 24 hours during Eurostat working days,
- tracking the evolution of registration numbers and providing real-time information on registrations, including per category of participant, in the form of spreadsheets,
- providing and sending to all registered participants a practical information document with details on public transport, hotel, event venue, organisational information before, during and after the event and contact details of an onsite event manager,
- pre-printing badges.

Onsite tasks include:

- providing at least two hosts/hostesses who are fluent in English to ensure a smooth welcoming, registration and management of all onsite participants,
- providing environmentally friendly badges, lanyards, or any other badging material necessary,
- management and supervision of onsite registrations, integrating onsite registrations in event statistics,
- providing technical support, in particular with regard to Wi-Fi/internet connections, room management (name plates, water, refreshments), live tweeting, technologies used for the event (e.g. Sli.do), etc.,
- monitoring participant presence onsite,
- photography and onsite provision of photos for live posting,
- copywriting for and live posting from EMOS social media,
- recording at least five short interviews (up to 30 seconds) with participants to be compiled in a highlights video after the event,
- collecting any necessary documentation from participants (e.g. signed photography and video consent forms).

Post-event tasks include:

- analysing the feedback received in the participant survey and drafting the evaluation reports,
- drafting and sending thank-you messages,
- preparing and sending attendance certificates,
- setting up a media gallery on the event webpage,
- editing the short interview videos recorded during the event and compiling a highlights video,



- uploading event content (presentations and other material) to the event webpage,
- drafting conclusions and summary,
- providing signed presence lists, photography and video consent forms.

Travel and accommodation:

The contractor will be required to organise travel and accommodation for around 80 funded event participants. This includes one representative of each EMOS-labelled master's programme (contact details provided by Eurostat), one representative of the partner organisation of each EMOS-labelled master's programme (official statistics producers; EMOS-labelled programme coordinators to provide contacts), EMOS Board members (contact details provided by Eurostat), EMOS students and graduates (contact details provided by Eurostat), and speakers (contact details provided by Eurostat). In the case of participants who are not eligible for reimbursement under this contract and covering their own travel and accommodation (European Commission staff, participants working in governmental offices in EU candidate and potential candidate countries, others), the contractor may be asked to include these persons in the block booking at the selected hotel without making any payments.

Special attention needs to be paid to customer service, including quick follow-up to any requests addressed to the contractor from both organisers and participants. The contractor will also need to keep track of progress made on travel arrangements for individuals and be able to provide information on them at all times in the process. To the extent possible, rooms for all participants will be booked at the same hotel. For the selection of the accommodation for the participants, the contractor will propose at least three hotels that are within a 15-minute walking distance or well-connected via public transport (15-minute commute via public transport and 2 different bus/metro lines at the most). Preference should be given to hotels which are certified as environmentally friendly (e.g. EMAS, Green Key, EU Ecolabel).

Hotel bookings are to be made in hotels with an appropriate quality level for the person occupying the room, single occupancy, WiFi and breakfast included. Derogations from this standard are possible if made in agreement and with explicit prior consent of Eurostat. All other expenses (meals, minibar or other) are to be borne by participants themselves.

The services required under this chapter include but are not limited to:

- Contacting participants and coordinating their travel itineraries,
- Booking and providing tickets for travel by airplane (economy class),
- Booking and providing tickets for travel by train (first class) where feasible,
- Booking hotel accommodation and negotiating cancellation policies,
- Making hotel bookings for participants paying for their own accommodation,
- Reacting swiftly to requests for changing of travel arrangements,
- Adapting travel arrangements to last-minute developments (flight cancellations, delays or other),
- Providing a travel info desk/onsite assistance,
- Assisting with obtaining visas,
- Providing clear directions on how to use public transport / public transport maps,
- Providing walking maps and walking guides for walking distance trajectories,
- Providing CO<sub>2</sub> offsetting for flights.

The contractor will take all the necessary steps to ensure that any cancellation of pre-booked hotel rooms is made on the best terms for Eurostat. All management fees and other costs for liaising with participants for their travel and accommodation arrangements are to be covered by a flat rate fee to be quoted in the price list.

**Deliverable D.1.2. ‘Event website and registration system’** will include the design, development and maintenance of a website that will be used as the key information hub for event speakers, moderators, participants and other stakeholders. It will be used to publish at least the event programme, material (presentations, digital posters, etc.), information on the speakers, logistical information about the venue, travel and accommodation, public transport, accommodation, social events. It will be regularly updated from its publication until the follow-up to the event has been completed (i.e. event material and photos uploaded). In the case of the first event to be organised in autumn 2024, the event website and registration system will be published online within 6 weeks after the kick-off meeting. For all subsequent events, this deliverable will be submitted at least 6 months before the event.

**Deliverable D.1.3. ‘Pre-event drafting, digital and print work’** will include all of the communication material to be prepared by the contractor in preparation for the event. This will include at least draft texts (description of the event, announcements, save-the-date and invitation letters, registration reminder messages, social media copy for EMOS and Eurostat social media), visuals, posters, digital flyers, programme, draft forms (privacy statements, photography and video consent forms, participant surveys), presentation templates in PowerPoint or an equivalent application and any further material identified as necessary for the implementation of communication actions related to the event. In the case of the first event to be organised in autumn 2024, this deliverable will be provided to Eurostat within 6 weeks after the kick-off meeting. For all subsequent events, this deliverable will be submitted at least 4 months before the event. The deliverable will be included in each of the technical implementation reports.

**Deliverable D.1.4. ‘Weekly participant registration reports’** will include information on registered participants that will be provided on a weekly basis from the launch of the registration until its closing.

**Deliverable D.1.5. ‘Travel and accommodation booking’** will include the booking and purchase of travel tickets and reservation of accommodation for up to 80 participants. The booking of travel will start from the moment when the invitations are sent out and will last until up to one month before the event. The accommodation will be booked 3 months before the event at the latest.

**Deliverable D.1.6. ‘Onsite communication’** will include copy for EMOS social media and photographs provided onsite for use on EMOS social media and recording. It will be delivered during and within 1 week after the event. The deliverable will be included in each of the technical implementation reports.

**Deliverable D.1.7. ‘Post-event material’** will include all of the communication material to be prepared by the contractor for the follow-up to the event. This will include at least draft texts (conclusions, summary article, thank-you letters, social media copy for EMOS and Eurostat social media), the post-event highlights video produced using the short interviews with participants taken during the workshop, event attendance certificates, publication of the event material and online media gallery on the event website, photography and video consent forms and any further material identified as necessary for the implementation of follow-up communication actions related to the event. This deliverable will be submitted within 4 weeks after the event and will be included in each of the technical implementation reports.

### Task 1.3. Venue and catering

The EMOS network events will take place in European cities that are easily accessible from different parts of Europe, that is, that are well connected via railway and in the vicinity of a major airport. The venue will be identified and provided by Eurostat.

The contractor will be required to analyse the spaces and inventory (furniture, audio-visual and IT equipment) of the venue, and check this against what is needed for the event, confirm that it is suitable for the event in question, accessible for persons with disabilities and well-connected by public transport. Any exceptions to this rule must be brought explicitly to the attention of Eurostat. The contractor will report on their analysis of the venue in a progress meeting.

In addition to ensuring the suitability of the venue, the contractor will organise and provide catering services. To support Eurostat in selecting a caterer, the contractor will identify at least three catering services and venues and, for each of them, at least three menu options.

As much as possible organic, fair trade and brain-food options should be favoured and single use items (plastic bottles, plastic cutlery, paper plates, etc.) are not permitted, unless in duly justified case. The contractor should also indicate what they will do to avoid food waste. For any avoidable leftover foods or material, the contractor will be required to come up with a sustainable way of disposing (e.g. donating to charity, composting, recycling).

**Deliverable D.1.8. ‘Booking of social event venue and catering’** will include a proposal of at least three catering services for coffee breaks and lunches during the event and a social dinner. For each of the proposed catering services (aside from coffee breaks), at least three menu options will be provided. This will be delivered at least 2 months before the event. The related documentation will be included in each of the technical implementation reports.

## Task 2. Organisation of the meetings of the EMOS Board

The EMOS Board is an essential part of the EMOS governance framework and for the development of EMOS. The Board assists the European Statistical System Committee (ESSC) with regard to the development of EMOS, in particular the award of the EMOS label to master's programmes in compliance with the EMOS requirements. It also contributes to quality monitoring of the EMOS master's programmes in order to ensure that the required standards are achieved and maintained through evaluation of new applications and extensions of the EMOS label.

The EMOS Board is composed of fourteen members: six from universities, five from NSIs, one from an NCB, one from the European Statistical Advisory Committee (ESAC), and one from Eurostat acting as Chair.

The EMOS Board normally meets twice per year in a location in Europe, hosted by an EMOS-labelled university or a partner organisation, or in Luxembourg, hosted by Eurostat. The meetings last one day each. When possible, the meetings of the EMOS Board take place back-to-back to the EMOS network events. The date, location and venue will be defined and provided for by Eurostat.

The tasks and services to be covered within this lot are described in the following sections.

The contractor will organise up to eight meetings of the EMOS Board between 2024 and 2028. The venue for the meetings will be identified and provided for by Eurostat. The meetings will be hybrid, prioritising in-person participation but offering remote participation for those unable to attend in person.

The meetings of the EMOS Board will be organised as follows:

- 2024: one meeting (back-to-back to the 2024 EMOS network event)
- 2025: two meetings, one in Brussels in March 2025, and another at the location of the 2025 EMOS network event in Europe
- 2026: two meetings, one at a location in Europe, and another at the location of the 2026 EMOS network event in Europe
- 2027: two meetings, one in Brussels in March 2027, and another at the location of the 2027 EMOS network event in Europe
- 2028: one meeting at a location in Europe in the first half of the year

### Task 2.1. Planning and coordination

To plan and organise the meetings of the EMOS Board, the services of the contractor will include but will not be limited to:

- identifying the necessary steps and establishing a timeline for organising the meetings,
- checking of dates of national/local events and national holidays against the meeting date and flagging any overlapping which may impact the meeting, and liaising with Eurostat to avoid overlaps with major statistical events and conferences,
- developing the approach and KPIs for a post-meeting evaluation: number of attendees, cost per attendee, overall usefulness of the event for the attendees, etc.,
- identifying the different services needed for a successful meeting (e.g. technical equipment, catering, etc.),

- planning of event preparation, including key dates for Eurostat’s input / approvals (hotel cancellation deadlines/policies, printing deadlines, etc.), and for delivery of production milestones by the contractor.

The contractor will submit a planning document to Eurostat, including the planning and roadmap and roles and responsibilities for all stakeholders involved within 4 weeks after the kick-off meeting (for the meeting in 2024) or after the relevant progress meeting (for all subsequent meetings).

The contractor will be responsible for coordinating all stakeholders who are needed for a successful meeting. This includes in particular: the team at Eurostat, host organisation(s), other suppliers, meeting participants. The contractor will ensure that deadlines are set, communicated clearly to all stakeholders involved and closely monitored, while allowing for some exceptional last-minute changes. The contractor will continuously manage information flows between Eurostat and any stakeholders involved in the meeting, provide Eurostat with regular status updates, preferably in the form of tables or checklists rather than free text, and will be available during regular office hours (9.00 -17.30 CET/CEST) on European Commission working days.

To ensure smooth coordination during the preparation, execution and follow-up phase, the contractor will organise and actively participate in a kick-off meeting, progress and coordination meetings, during the preparation of the meetings. The contractor will draft meeting agendas and minutes.

**Deliverable D.2.1 ‘Meeting planning document’** will include all of the results of the tasks performed under task 2.1., including the planning and roadmap for the organisation of the meetings, identification of the necessary steps and services needed for a successful meeting, definition of the roles and responsibilities for all stakeholders involved, approach and KPIs for a post-event evaluation. In the case of the first meeting to be organised in autumn 2024, this deliverable will be submitted within 4 weeks after the kick-off meeting. For all subsequent events, this deliverable will be submitted at least 6 months before the meeting. The deliverable will be included in each of the technical implementation reports.

#### Task 2.2. Participant management and onsite services

The contractor will report on a regular basis to Eurostat before and during the event on participant-related issues. The range of services to be performed for each meeting may vary depending on what will be provided by the meeting host. The sections below include a description and list of services to be provided at the least under this task.

##### Pre-event:

The pre-event phase will start, ideally, at least 4 months before the date of the meeting. The contractor should however have sufficient capacity to respond also to last minute organisation request with a shorter pre-event time. The contractor should comply with General Data Protection Regulation (GDPR) and should take all necessary measures and system requirements to protect personal data of all participants. A GDPR audit might be carried out. All costs to GDPR conformity need to be integrated in unit prices.

Pre-event tasks include:

- drafting and sending the save-the-date messages and accompanying documents,
- drafting a photography and video consent form,
- drafting a participant survey to collect input on the organisation and content for the evaluation of the meeting,
- drafting and sending the invitation letter and accompanying documents (information on travel and accommodation, public transport, meeting venue, organisational information and contact details of an onsite manager, photography and video consent forms, indication of intention to attend the social events, etc.),
- responding to participant and organiser questions (telephone, e-mail) within 24 hours on Eurostat's working days,
- provision and sending to all meeting attendees of a practical information document with details on public transport, hotel, meeting venue, organisational information before, during and after the meeting and contact details of an onsite manager.

Post event tasks include:

- analysing the feedback received in the participant survey and drafting the evaluation reports,
- providing signed presence lists, photography and video consent forms.

Travel and accommodation:

The contractor will be required to organise travel and accommodation for up to eleven EMOS Board members. This includes six university representatives and five from NSIs. Normally three representatives of Eurostat attend the meetings of the EMOS Board. In the case of the four meetings that will take place back-to-back to the EMOS network events, the booking of travel and accommodation will be done together with the booking made for the event participants. In the case of participants who are not eligible for reimbursement under this contract and covering their own travel and accommodation (European Commission staff, participants working in governmental offices in EU candidate and potential candidate countries, others), the contractor may be asked to include these persons in the block booking at the selected hotel without making any payments.

Special attention needs to be paid to customer service, including quick follow-up to any requests addressed to the contractor from both organisers and participants. The contractor will also need to keep track of progress made on travel arrangements for individuals and be able to provide information on them at all times in the process. To the extent possible, rooms for all attendees will be booked at the same hotel. For the selection of the accommodation for the attendees, the contractor will propose at least three hotels that are within a 15-minute walking distance or well-connected via public transport (15-minute commute via public transport and 2 different bus/metro lines at the most). Preference should be given to hotels which are certified as environmentally friendly (e.g. EMAS, Green Key, EU Ecolabel).

Hotel bookings are to be made in hotels with an appropriate quality level for the person occupying the room, single occupancy, WiFi and breakfast included. Derogations from this standard are possible if made in agreement and with explicit prior consent of Eurostat. All other expenses (meals, minibar or other) are to be borne by participants themselves.

The services required under this chapter include but are not limited to:

- Contacting meeting attendees and coordinating their travel itineraries,
- Booking and providing tickets for travel by airplane (economy class),
- Booking and providing tickets for travel by train (first class) where feasible,
- Booking hotel accommodation and negotiating cancellation policies,
- Making hotel bookings for meeting attendees paying for their own accommodation,
- Reacting swiftly to requests for changing of travel arrangements,
- Adapting travel arrangements to last-minute developments (flight cancellations, delays or other),
- Providing a travel info desk/onsite assistance,
- Assisting with obtaining visas,
- Providing clear directions on how to use public transport / public transport maps,
- Providing walking maps and walking guides for walking distance trajectories,
- Providing CO<sub>2</sub> offsetting for flights.

The contractor will take all the necessary steps to ensure that any cancellation of pre-booked hotel rooms is made on the best terms for the EU institution. All management fees and other costs for liaising with participants for their travel and accommodation arrangements are to be covered by a flat rate fee to be quoted in the price list.

**Deliverable D.2.2. ‘Pre-meeting drafting’** will include all of the communication material to be prepared by the contractor in preparation for the event. This will include at least draft texts (save-the-date and invitation letters, reminder messages), draft forms (privacy statements, photography and video consent forms, participant surveys), and any further material identified as necessary for the organisation of the meeting. In the case of the first meeting to be organised in autumn 2024, this deliverable will be provided to Eurostat within 6 weeks after the kick-off meeting. For all subsequent events, this deliverable will be submitted at least 4 months before the meeting. The deliverable will be included in each of the technical implementation reports.

**Deliverable D.2.3. ‘Travel and accommodation booking’** will include the booking and purchase of travel tickets and reservation of accommodation for up to 11 attendees. The booking of travel will start from the moment when the invitations are sent out and will last until up to one month before the meeting. The accommodation will be booked at least 3 months before the meeting.

**Deliverable D.2.4. ‘Post-meeting material’** will include all of the material to be prepared by the contractor for the follow-up on the meeting. This will include at least draft texts (thank-you letters), provision of the photographs, signed presence list, photography and video consent forms and any further material identified as necessary for the implementation of follow-up communication actions related to the meeting. This deliverable will be submitted within 4 weeks after the meeting and will be included in each of the technical implementation reports.

### Task 2.3. Venue and catering

The meetings of the EMOS Board will take place in European cities that are easily accessible from different parts of Europe, that is, that are well connected via railway and in the vicinity of a major airport. The meeting venues will be identified and provided by Eurostat.

The contractor will organise and provide catering services for up to 20 meeting attendees. To support Eurostat in selecting a caterer, the contractor will identify at least three catering services and venues and, for each of them, at least three menu options.

As much as possible organic, fair trade and brain-food options should be favoured and single use items (plastic bottles, plastic cutlery, paper plates, etc.) are not permitted, unless in duly justified case. The contractor should also indicate what they will do to avoid food waste. For any avoidable leftover foods or material, the contractor will be required to come up with a sustainable way of disposing (e.g. donating to charity, composting, recycling).

**Deliverable D.2.5. ‘Booking of social event venue and catering’** will include a proposal of at least three catering services for coffee breaks and lunch during the meeting for up to 20 meeting attendees. For each of the proposed catering services (aside from coffee breaks), at least three menu options will be provided. This will be delivered at least 2 months before the meeting. The related documentation will be included in each of the technical implementation reports.

### Task 3. Post-event evaluation

After each event/meeting, an evaluation must be carried out by the contractor. The results of the evaluation, which will include the participant feedback collected through a participant survey, should serve Eurostat in making a specific analysis of the events/meetings. The results of the post-event evaluation will be delivered within 4 weeks after the event and will be included in each of the technical implementation reports.

**Deliverable D.3.1. ‘Evaluation reports’** will include an analysis of the events and meetings based on the evaluation approaches defined in deliverables D1.1 ‘Event planning document’ and D.2.1 ‘Meeting planning document’, the participant survey responses and the signed presence lists. The evaluation reports will be submitted within 4 weeks after the events/meetings. They will be included in each of the technical implementation reports.



#### Task 4. EMOS communication activities

The communication activities on EMOS currently are focused on:

- promoting the programme to encourage more master's programmes in official statistics or related area at universities across Europe to apply for the EMOS label,
- attracting students to enrol in an EMOS-labelled programme,
- informing and making announcements to the members of the EMOS network,
- informing the general public of the outcomes of the EMOS programme.

The communication activities are mainly carried out by the EMOS Secretariat at Eurostat and the EMOS-labelled master's programmes.

Communication actions on EMOS generally take place via the following channels:

- webpages on the CROS Portal <sup>(3)</sup>: [https://cros-legacy.ec.europa.eu/content/emos\\_en](https://cros-legacy.ec.europa.eu/content/emos_en) (managed by EMOS Secretariat)
- EMOS X channel: [https://twitter.com/EU\\_EMOS](https://twitter.com/EU_EMOS) (managed by EMOS Secretariat)
- EMOS LinkedIn page: <https://www.linkedin.com/company/theemos> (managed by EMOS Secretariat)
- EMOS YouTube channel: <https://www.youtube.com/@europeanmasterinofficialst492> (managed by EMOS Secretariat)
- mailing lists (EMOS Board members, contacts at EMOS-labelled master's programmes, contacts in partner organisations producing official statistics) using the EMOS functional mailbox ([ESTAT-EMOS@ec.europa.eu](mailto:ESTAT-EMOS@ec.europa.eu), managed by EMOS Secretariat)
- EMOS-labelled master's programme online channels
- Individual channels of the administrative and academic staff employed at the EMOS-labelled master's programme, EMOS Board members and others

The EMOS pages on the CROS Portal are used as the main platform for hosting key information on EMOS. The pages are also used for EMOS operations, such as the publication of the call for applications for the EMOS label and the supporting documents, agendas, minutes and working documents for meetings of the EMOS Board (restricted access), information and announcement of activities, hosting and dissemination platform of learning material and online courses, etc.

The EMOS X channel and LinkedIn page are used to make general announcements to the EMOS network and the general public. Content is often re-disseminated via the Eurostat social media channels.

The EMOS YouTube channel is used for storing recordings of online courses, webinars and events, such as EMOS workshops. The content is disseminated using the EMOS X channel and sharing links via e-mail when this is appropriate.

Important and targeted announcements for coordinators of EMOS-labelled master's programmes, contacts in NSIs and other organisations producing official statistics, the EMOS Board, are shared via e-mail.

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<sup>(3)</sup> To be phased out in December 2023. The new pages will be hosted on Open Social, a new platform available at Eurostat: [EMOS | Eurostat CROS \(europa.eu\)](https://emos.europa.eu)

The general objective of this part of the contract will be to promote EMOS, its value, achievements and its people (students, graduates, teaching staff, internship mentors and hosts) in order to strengthen its brand. The ultimate objective is to make EMOS more visible and recognisable as a high-quality and attractive study programme, to attract students to apply for the study programme, master's programmes to apply for the EMOS label and potential partners (internship hosts, research project collaborators, teaching staff) to engage with EMOS.

Another objective will be to build and animate communities of stakeholder groups that are internal to EMOS, such as teaching staff, students, graduates (alumni), internship hosts, and potentially others.

The specific tasks to be performed by the contractor are described in the following sections.

#### Task 4.1. EMOS communication campaigns

The contractor will design and implement at least three communication and outreach campaigns:

- Promotion of the programme to attract new students,
- Building the EMOS student and alumni community,
- Promotion of the programme to attract new partners to join the EMOS network (study programmes and other partner organisations).

The contractor will develop and implement communication campaigns and design and produce the communication tools to be used. The communication campaigns will be timed according to academic year calendars: September-June for academic years 2024/2025, 2025/2026, 2026/2027 and 2027/2028. The exact timing and duration of each campaign will be defined during the kick-off meeting.

The first draft proposal for the communication campaigns will be prepared within 8 weeks after the contract kick-off meeting and no later than September 2024. The proposal will include the creative concept, strategy, communication material (type and quantities), communication plan for the year 2024/2025, including the related specific actions, tasks, milestones, and evaluation and measurement plan. For each subsequent year, the communication campaign proposal will be delivered to Eurostat for feedback at the latest in February of each year. After treating Eurostat's feedback, the contractor will deliver the final version of the communication campaign proposal and communication material to be used for the implementation of the communication campaign at the latest in April of the same year for promotion for the upcoming academic year (in April 2025 for the academic year 2025/2026). If communication campaigns that do not follow the academic year are implemented, the related proposals and material will be delivered to Eurostat and other actors involved in the campaign implementation at least 2 months before the start of the campaign.

After the conclusion of the currently ongoing study on the future of EMOS in Q1 of 2024, the European Statistical System Committee (ESSC) will make a decision on the strategic direction for EMOS in the second half of the year. The contractor will take into consideration the new strategic objectives for EMOS in developing the communication campaigns in order to ensure that the planned communication actions contribute to the achievement of the defined programme objectives.

When formulating the campaign proposals and communication strategies, the contractor will consider EMOS' channels, events, and key stakeholders as well as state-of-the-art practices and innovative approaches.

Where necessary, the contractor will collaborate with other parties (e.g. co-organisers of the EMOS network events, other contractors supporting the implementation of EMOS activities) in defining and implementing the communication campaigns.

### Channels

The contractor will take into consideration at least the EMOS communication channels, Eurostat communication channels, the communication channels of EMOS-labelled master's programmes and the communication channels of the partner organisations of EMOS-labelled master's programmes with a view of maximising their use in achieving the general objectives of the EMOS programme. The contractor may propose a concept for the development of a new platform for engagement with stakeholders that are not reached using the existing communication channels.

### Key events

The contractor will take advantage of key events organised under the EMOS umbrella as well as other events with a significant presence of the members of the EMOS community. This will include the EMOS network events organised by the contractor, other EMOS events organised by Eurostat and EMOS network partners, conferences such as the Conference on New Techniques and Technologies for Statistics (NTTS), European conferences on quality in official statistics (Q conferences) and others. The events that could be used for the purposes of promoting EMOS or building its communities will be identified together with Eurostat.

### Stakeholders

The contractor will consider the key stakeholders of EMOS as potential campaign target audiences, but also as producers of content that could be reused for the purposes of EMOS campaigns as well as re-disseminators. The key stakeholders of the EMOS programme are:

- the administrative and academic staff employed at the EMOS-labelled master's programmes,
- staff in partner organisations producing official statistics (national statistical institutes, other national authorities producing statistics), internships hosts and employers,
- other potential partners, internships hosts and employers,
- members of the EMOS Board,
- EMOS students,
- EMOS potential students,
- EMOS graduates.

The contractor will propose ways to engage with and leverage content from EMOS-labelled master's programmes (e.g., beginning of academic year <sup>(4)</sup>, interviews with EMOS students and graduates <sup>(5)</sup>) and partner organisations producing official statistics (e.g., hosting EMOS interns, organizing events targeting EMOS students) to promote the programme using EMOS channels. The contractor will also reflect on ways to use the experiences of EMOS students and graduates to promote the programme.

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<sup>(4)</sup> Retweet from the X account of Statistics Netherlands:  
<https://twitter.com/statisticscbs/status/1702628045083869472>

<sup>(5)</sup> Tweet promoting an interview that the University of Luxembourg held with an EMOS graduate:  
[https://twitter.com/EU\\_EMOS/status/1706965710658801681](https://twitter.com/EU_EMOS/status/1706965710658801681)

## Communication material

To enable the implementation of the EMOS communication campaigns, the contractor will deliver a number of tools and products, including at least:

1. visuals for use on websites and social media,
2. EMOS slide deck,
3. EMOS promotional material.

**Deliverable D.4.1. ‘EMOS communication campaign proposal’** will include the elaboration of the creative concept and strategy for at least three communication and outreach campaigns as mentioned in the tender specifications, as well as the communication plan for the year 2024/2025, including the related specific actions, tasks, milestones, and evaluation and measurement plan. For the year 2024/2025, this deliverable will be submitted to Eurostat within 6 weeks from the kick-off meeting. For each subsequent year, the communication campaign proposal will be delivered to Eurostat for feedback at the latest in February of each year and for campaign launch in April of the same year. If communication campaigns that do not follow the academic year are implemented, the related proposals and material will be delivered to Eurostat and other actors involved in the campaign implementation at least 2 months before the start of the campaign. The deliverable will be included in each of the technical implementation reports.

### Task 4.2. EMOS communication material

The tasks related to the delivery of EMOS communication material will include:

- design and production of visuals for use on websites and social media,
- design and production of an EMOS slide deck,
- design and production of promotional material, and delivery to Eurostat and EMOS-labelled master’s programmes.

#### Task 4.2.1. EMOS visuals for website and social media use

Visuals for use on the EMOS website and social media will be a tool for the implementation of the EMOS communication campaigns and specific actions. For this purpose, the contractor will deliver a range of visual elements. The visuals will include material (images, videos, copy, text) for publication on all EMOS online channels and distribution via specific mailing lists (EMOS graduates, EMOS-labelled master's programmes, EMOS Board, EMOS partner organisations). The number and frequency of posts and the channels will be defined in the communication plans. The visual elements will feature the EMOS logo.

A non-exclusive list of uses and events includes:

- standard visuals for use of the EMOS social media presence (e.g. profile pictures, banners)
- call for applications/nominations of members for the EMOS Board 2027-2029 and results
- call for applications for the award of the EMOS label and results
- call for applications for the renewal of the EMOS label and results
- EMOS network events

- annual reporting exercise
- EMOS presence at the NTTS
- EMOS Master thesis competitions
- EMOS participation in the European Big Data Hackathon
- EMOS presence at the Q conference

Other visuals will be produced based on the defined communication campaign needs. The type and number of visuals as well as distribution channels will be agreed upon with Eurostat. First draft of designs related to specific campaigns will be sent to Eurostat for approval at least 6 weeks before the planned launch of each campaign or at least 6 weeks before the specific event/milestone. The first draft of designs intended for general use (e.g. standard visuals for use of the EMOS website and social media presence) will be delivered to Eurostat for comments within 8 weeks after the contract kick-off meeting and no later than September 2024. Once Eurostat gives its comments and approves the final designs, the contractor will produce the material and deliver it.

All digital material will be delivered in an editable format (for images, PDF or equivalent application and JPEG/JPG/PNG or another image format suitable for social media use; for text, Word or equivalent application). It will also be shared with EMOS partners for their use and dissemination.

**Deliverable D.4.2. ‘Visuals for website and social media use’** will include visuals designed, developed and produced by the contractor for use on the EMOS website and social media. This work will start within 6 weeks from the kick-off meeting and will continue for the duration of the contract, based on need and following the relevant defined communication plans as per deliverable D.3.1. ‘EMOS communication campaign proposal’. The deliverable will be included in each of the technical implementation reports.

#### Task 4.2.2. EMOS slide deck

The contractor will design, develop and produce a set of slides that Eurostat, representatives of EMOS-labelled master’s programmes and other partners can use to promote the programme in events. The slide deck will be updated each year (e.g. information such as the number of EMOS-labelled programmes, number of graduates, etc.) and a new version will be distributed.

**Deliverable D.4.3. ‘EMOS slide deck’** will include between 10 and 15 slides, presenting key information on the EMOS programme and network, using both text and visual elements. The slide deck will include a number of template slides that can be used to add information to the deck. It will be developed in PowerPoint or an equivalent application. It will be delivered to Eurostat for comments within 8 weeks after the contract kick-off meeting and no later than September 2024. It will be updated each year (e.g. information such as the number of EMOS-labelled programmes, number of graduates, etc.) and a new version will be delivered to Eurostat. The deliverable will be included in each of the technical implementation reports.

#### Task 4.2.3. EMOS promotional material

Another tool supporting the implementation of the EMOS communication campaigns and specific actions will be EMOS promotional material. The contractor will design, produce and deliver to Eurostat and the EMOS-labelled master’s programmes <sup>(6)</sup> this material that could

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<sup>(6)</sup> As of December 2023, there are 33 EMOS-labelled master’s programmes in the EMOS network. A growth by 2 new EMOS-labelled master’s programmes is foreseen for each academic year.

include merchandise items (e.g. T-shirts, water bottles, notebooks, pens) and print material (leaflets, posters).

The promotional material items will feature at least the EMOS logo. The contractor will propose a design to Eurostat for each of the products at least 6 weeks before the planned date for the launch of the production. Upon Eurostat's validation, the contractor will produce and deliver the products to Eurostat and the EMOS-labelled master's programmes. Depending on their nature, some promotional material could be produced and delivered only once for the duration of the contract (e.g. merchandise) while other types could be updated and delivered annually (e.g. leaflets, posters). An appropriate quantity for each type of promotional material will be produced and delivered depending on the objective, scope and timing/duration of its use as well as unit price, distribution plan and estimated effectiveness. For example, an estimated annual supply of five posters and one hundred leaflets for each EMOS-labelled master's programme and for Eurostat could be considered. The type and amount of promotional material to be produced will be agreed upon with Eurostat.

Digital files for the print material will be delivered in an editable format (for images, PDF or equivalent application and JPEG/JPG/PNG or another image format suitable for social media use; for text, Word or equivalent application).

**Deliverable D.4.4. 'EMOS promotional material'** will include designed, produced and delivered EMOS promotional material. The deliveries will be made to Eurostat and each EMOS-labelled master's programme. The first delivery of EMOS promotional material will be made in March 2025 at the latest. Material that will be updated and delivered on an annual basis will be delivered to Eurostat and EMOS-labelled master's programmes in March of each following year at the latest.

#### 1.4.2.4. Meetings and missions

In addition to the events and meetings mentioned under tasks 1 and 2, the contractor will ensure the presence of the staff implementing the tasks at the kick-off meeting, quarterly progress meetings and the final debriefing meeting. The meetings will be held remotely. For these meetings, the contractor will prepare the agenda and progress reports to be sent to the contracting authority at least 5 working days prior to the meetings. The minutes of each meeting will be prepared by the contractor and sent to the *contracting authority* no later than 5 working days after the meeting for approval.

At least two members of the implementing team will be present at each of the four EMOS network events. At least one member of the implementing team will be present at each of the eight EMOS Board meetings.

Travel expenses for such meetings should be included in the financial offer of the tender.

#### 1.4.2.5. Minimum requirements

The minimum requirements are as follows:

- maximum duration of the execution of the tasks does not exceed 48 months,
- organisation of four annual EMOS network events (2024, 2025, 2026 and 2027) and eight EMOS Board meetings (one in 2024, two in 2025, 2026 and 2027, one in 2028) is foreseen,
- services to be provided before, during and after each event/meeting are listed and described,

- all communication and exchanges with the contracting authority, event participants and stakeholders (speakers, hosts, other service providers) will be carried out in English,
- the flight and accommodation for up to eighty EMOS network event participants and up to eleven EMOS Board meeting participants will be booked and paid for by the contractor,
- the communication approach includes a description of the proposed campaigns, use of channels, target audiences, material to be used and the link to the EMOS network events.

#### 1.4.2.6. Technical implementation reports

The work carried out by the contractor under the contract will be the subject of the following technical implementation reports, which must be sent to the *contracting authority* by the contractor in electronic format.

- Twelve months after the starting date of the execution of the tasks referred to in Article I.3 of the contract, the contractor shall provide, in view of the progress of the tasks referred to in 1.4.2.3 of this tender specification and as soon as possible after this date, the first interim technical implementation report relating to the execution of the contract describing the results obtained and the means which were implemented for the execution of the contract.
- Twenty-four months after the starting date of the execution of the tasks referred to in Article I.3 of the contract, the contractor shall provide, after completion of the tasks referred to in 1.4.2.3 of this tender specification and as soon as possible after this date, the second interim technical implementation report relating to the execution of the contract describing the results obtained and the means which were implemented for the execution of the contract.
- Thirty-six months after the starting date of the execution of the tasks referred to in Article I.3 of the contract, the contractor shall provide, after completion of the tasks referred to in 1.4.2.3 of this tender specification and as soon as possible after this date, the third interim technical implementation report relating to the execution of the contract describing the results obtained and the means which were implemented for the execution of the contract.
- Forty-eight months after the starting date of the execution of the tasks referred to in Article I.3 of the contract, the contractor shall provide, after completion of the tasks referred to in 1.4.2.3 of this tender specification and as soon as possible after this date, the final technical implementation report relating to the execution of the contract describing the results obtained and the means which were implemented for the execution of the contract.

These technical implementation reports shall accompany the corresponding invoice.

#### 1.4.2.7. Assessment of results

Evaluation of the results will be based on the following criteria:

- organisational quality of the events/meetings and logistical arrangements: how well the events were planned, organised and implemented, including the feedback received via the participant surveys,
- timeliness in treating the contracting authority's and event/meeting participants' requests (maximum 24 hours between the reception of the request and first response) as well as service orientation and professionalism towards users and the contracting authority,

- quality of delivered communication material (text, visuals, copy for social media) including its alignment with the Eurostat style guide,
- alignment and coherence of the communication campaign proposals with the objectives of the EMOS programme,
- timeliness in delivering the communication campaign proposals and the communication material to be used for the implementation of the communication campaigns,
- effectiveness of the communication campaigns based on the results of the evaluation and measurement plan,
- respect of deadlines.

#### 1.4.2.8. Specific conditions

- Resources made available by the *contracting authority*

Eurostat will provide developer's rights and access to the Open Social platform available at Eurostat for the development of the EMOS website and the EMOS network event pages.

Eurostat will share with the contractor contact information for invitees to EMOS network events and EMOS Board meetings for the purpose of the organisation of these events and meetings.

- Specific conditions for the execution of the contract

None

- EMAS Environmental Policy

The Commission applies the EMAS environmental management system ('the EMAS system') provided for by Regulation (EC) No 1221/2009 of the European Parliament and the Council of 25 November 2009 on the voluntary participation by organisations in a Community eco-management and audit scheme (EMAS), repealing Regulation (EC) No 761/2001 and Commission Decisions 2001/681/EC and 2006/193/EC (OJ L 342 of 22.12.2009, p. 1).

During the execution of the contract, the successful tenderer, group member(s) and/or any subcontractor(s), if relevant, may be requested by the Contracting Authority to implement the EMAS scheme, inter alia by providing information relating to the contract field required for the drafting and updating of the documents provided for by Regulation No 1221/2009 and the periodic evaluation of the system.

- Confidential data

In accordance with Regulation (EC) No 223/2009 of the European Parliament and of the Council of 11 March 2009 on European statistics (OJ L 87, 31.3.2009, p.164) it is forbidden to use confidential statistical data for purposes other than the tasks expressly set out in the contract for the provision of services and is forbidden to process, disseminate or otherwise make available or use these data in any way whatsoever. These obligations remain in force after the termination of the contract.

Corresponding declaration has to be signed by the contractor (see Annex IV of the contract). Each team member (including employees from contractor, members of consortium and subcontractor) working on the project will be required to sign this Annex IV. This agreement should be provided when the contract signed by the contractor is returned to the *contracting authority*.



The successful tenderer should implement and present in its tender the appropriate management procedures and security controls to avoid any breach of information.

## 1.4.3. Deliverables

Deliverable	Scheduled/ requested deadline	Submission by e-mail / by post
Deliverable D.1.1: Event concept and planning document	For the first event to be organised in autumn 2024, within 4 weeks after the kick-off meeting; for all subsequent events, at least 6 months before the event	e-mail
Deliverable D.1.2. 'Event website and registration system'	for the first event to be organised in autumn 2024, within 6 weeks after the kick-off meeting; for all subsequent events, at least 6 months before the event	e-mail
Deliverable D.1.3. 'Pre-event drafting, digital and print work'	For the first event to be organised in autumn 2024, within 6 weeks after the kick-off meeting; for all subsequent events, at least 4 months before the event	e-mail
Deliverable D.1.4. 'Weekly participant registration reports'	On a weekly basis from the launch of the registration until its closing	e-mail
Deliverable D.1.5. 'Travel and accommodation booking'	3 months before the event at the latest	e-mail
Deliverable D.1.6. 'Onsite communication'	during and immediately after the event	e-mail
Deliverable D.1.7. 'Post-event material'	within 4 weeks after the event	e-mail
Deliverable D.1.8. 'Booking of social event venue and catering'	at least 2 months before the event	e-mail
Deliverable D.2.1 'Meeting planning document'	For the first meeting to be organised in autumn 2024, within 4 weeks after the kick-off meeting; for all subsequent events, at least 6 months before the meeting	e-mail

Deliverable D.2.2. 'Pre-meeting drafting'	For the first meeting to be organised in autumn 2024, within 6 weeks after the kick-off meeting; for all subsequent events, at least 4 months before the meeting	e-mail
Deliverable D.2.3. 'Travel and accommodation booking'	at least 3 months before the meeting	e-mail
Deliverable D.2.4. 'Post-meeting material'	within 4 weeks after the meeting	e-mail
Deliverable D.2.5. 'Booking of social event venue and catering'	at least 2 months before the meeting	e-mail
Deliverable D.3.1. 'Evaluation reports'	within 4 weeks after the events/meetings	e-mail
Deliverable D.4.1. 'EMOS communication campaign proposal'	For 2024/2025, within 6 weeks from the kick-off meeting. For each subsequent year, at the latest in February of each year for campaign launch in April of the same year	e-mail
Deliverable D.4.2. 'Visuals for website and social media use'	start within 6 weeks from the kick-off meeting and continue for the duration of the contract	e-mail
Deliverable D.4.3. 'EMOS slide deck'	within 8 weeks after the contract kick-off meeting; updated each year	e-mail
Deliverable D.4.4. 'EMOS promotional material'	every March starting from 2025 for the duration of the contract	e-mail and post
Completion and submission of deliverables D.1.1., D.1.2., D.1.3., D.1.4., D.1.5., D.1.6., D.1.7., D.1.8., D.2.1., D.2.2., D.2.3., D.2.4., D.2.5., D.3.1., D.4.1., D.4.2., D.4.3., D.4.4. during the first year after the starting date of the execution of the tasks referred to in Article I.3 of the contract are linked to the first interim payment		
Completion and submission of deliverables D.1.1., D.1.2., D.1.3., D.1.4., D.1.5., D.1.6., D.1.7., D.1.8., D.2.1., D.2.2., D.2.3., D.2.4., D.2.5., D.3.1., D.4.1., D.4.2., D.4.3., D.4.4. during the second year after the starting date of the execution of the tasks referred to in Article I.3 of the contract are linked to the second interim payment		
Completion and submission of deliverables D.1.1., D.1.2., D.1.3., D.1.4., D.1.5., D.1.6., D.1.7., D.1.8., D.2.1., D.2.2., D.2.3., D.2.4., D.2.5., D.3.1., D.4.1., D.4.2., D.4.3., D.4.4. during the third year after the starting date of the execution of the tasks referred to in Article I.3 of the contract are linked to the third interim payment		
Completion and submission of all deliverables is linked to the final payment		

## LOT 2 - EMOS MOBILITY ACTIVITIES

#### *1.4.4. Background and objectives*

The European Master in Official Statistics ([EMOS](#)) was launched in 2014 as a shared initiative by Eurostat and the European Statistical System (ESS) to connect producers of official statistics and academia at European level. The objective of EMOS is to include official statistics in statistical curricula of universities across Europe, meet training needs in the ESS and create a pool of highly skilled professional statisticians for recruitment in the ESS and the European System of Central Banks (ESCB).

All nationally accredited master's programmes in EU Member States, EU candidate countries and European Free Trade Area (EFTA) countries can apply for the EMOS label. As of December 2023, the EMOS network included 33 master's programmes in 17 countries. EMOS builds on existing and nationally accredited programmes which, in line with the EMOS learning outcomes, familiarise the graduates with the system of official statistics, production models, statistical methods and dissemination. EMOS-labelled master's programmes actively collaborate with national statistical institutes (NSIs) and other national authorities responsible for the development, production and dissemination of European statistics (ONAs) for relevant master's thesis topics and internships in the sphere of official statistics.

In order to support cross-border exchanges and help students gain valuable work experience, in 2020, the EMOS mobility programme was launched. The programme included administrative, organisational and financial support for EMOS students who wanted to perform cross-border internships or attend a statistical conference. All students enrolled in an EMOS-labelled master's programme were eligible to apply for EMOS cross-border mobility activities.

This lot of the call for tender covers the organisation of EMOS mobility actions targeting EMOS students, recent graduates, and research and teaching staff at EMOS-labelled master's programmes. Anyone who graduated from an EMOS-labelled master's programme within 12 months preceding the date of their application will be considered as a recent graduate.

The mobility activities aim to provide EMOS students and recent graduates with an opportunity to gain professional experience and boost their employability, support cross-border cooperation and knowledge transfer among the participating institutions and support research and teaching staff at EMOS-labelled master's programmes to stay up-to-date with the latest scientific trends and emerging research in statistics and related disciplines.

#### *1.4.5. Detailed characteristics of the purchase*

##### *1.4.5.1. Services to be purchased*

The contractor will support Eurostat in the implementation of EMOS by delivering the following services:

- defining the general framework for organising and managing the EMOS internship financial support programme and implementing it for 80 beneficiaries over the duration of the contract,

- defining the general framework for organising and managing the EMOS event attendance sponsorship programme and implementing it for 60 beneficiaries over the duration of the contract,
- developing and managing a website that will be used for the publication and promotion of the EMOS mobility activities throughout the duration of the contract,
- promoting the EMOS internship financial support and event attendance sponsorship programmes.

The estimated total value is EUR 400.000,00 for the entire duration of the contract (see article I.3 of the contract).

#### 1.4.5.2. Glossary

EMOS – European Master in Official Statistics

ESS – European Statistical System

ESSC – European Statistical System Committee

NSI – National statistical institute

ONA – Other national authority responsible for the development, production and dissemination of European statistics

IO – international organisation

NCB – national central bank

ESCB – European System of Central Banks

RSO – regional statistical office

KPI – key performance indicator

#### 1.4.5.3. Tasks and expected results

##### Task 1. EMOS internships

Internships are a mandatory element of the EMOS curriculum. All students who want to obtain an EMOS diploma supplement must perform an internship in an organisation producing or managing statistics or data. The students work full-time or based on the receiving institution's working time. Internships carried out as part of an EMOS-labelled master's programme should be in line with the EMOS [learning outcomes](#) in a practical way and be of mutual benefit to the student and receiving institution. The internships are organised in a way so as to provide students with an opportunity to put into practice the knowledge acquired during their studies and in particular in their specific areas of competence.

##### Task 1.1. Definition of the general framework and conditions

The contractor will define the general framework for organising and managing the EMOS internship financial support programme. The funding will be available for students and recent graduates performing two different kinds of internships:

- 1) cross-border internships (preferred), that is, internships taking place in a country other than that of the student's place of study or, in the case of recent graduates, a country other than that of their current place of residence,
- 2) in-country internships, that is, internships carried out within the same country as that of the student's place of study or, in the case of recent graduates, current place of residence, as long as the receiving institution is at a minimum of 100 km of a distance from their place of study/residence.

The internships will take place on the premises of the receiving institution. They will last from 8 to 16 weeks and amount to at least 250 working hours in total. The interns will work full-time or based on the receiving institution's working time. The internships will take place in EU Member States, European Free Trade Association (EFTA) and EU candidate countries. The eligible receiving institutions will be those forming the European Statistical System (ESS) and European System of Central Banks (ESCB), i.e. NSI, NCBs and [ONAs](#), and any other organisation producing or dealing with statistics and data (e.g., research organisations, universities, line ministries, IOs, private companies) as long as the research or thesis project topic is relevant to official statistics and builds on the EMOS learning outcomes through their application to practical work.

To be eligible for the financial support, the applicants must:

- be enrolled in an EMOS-labelled master's programme or have graduated from an EMOS-labelled master's programme in the 12 months preceding their application,
- not be in active employment at the time of the application and for the duration of the internship,
- be proficient in English (minimum B2 level knowledge required according to the Common European Framework of Reference for Languages) or other working language of the receiving institution,
- have a health and accident insurance policy with active coverage for the duration of the internship,
- sign a commitment to statistical confidentiality if required by the receiving institution.

The receiving institution must:

- define the internship project, tasks and output,
- define the internship duration and expected number of working hours per week,
- define the knowledge, skills and competences that will be acquired during the internship,
- define the recommended level of language competence in the main language of work to ensure a proper integration and functioning of the intern in the organisation,
- be available to treat all of the necessary national legal and administrative work well in time before the start of the internship,
- communicate regularly with the contractor and the intern as needed before, during and after the internship,
- indicate a contact point(s) for the administrative and scientific aspects of organising the internship as well as for the signature of the internship agreement,
- assign a mentor for the intern,
- provide working space and tools,
- provide access to data,
- deliver a final evaluation report at the end of the internship,

- deliver a certificate to the intern specifying the dates and the department in which they worked.

The university supervisor at the sending institution must:

- indicate a contact point(s) for the administrative and academic aspects of organising and recognising the internship as well as for the signature of the internship agreement,
- ensure, as soon as possible and before the internship agreement is signed, that the proposed internship corresponds to the workload and output necessary for the award of at least 10 ECTS to the student upon completion of the internship,
- adequately prepare for and support the student during the internship.

To prove their fulfilment of the above conditions, the contractor may request the applicants to submit supporting documents (e.g. for students: confirmation of active student status; for recent graduates: their EMOS diploma supplement; for active insurance coverage: an insurance policy, etc.)

**Deliverable D.1.1. ‘General framework and conditions’** will include an elaboration of the general framework for the implementation and management of the EMOS internship financial support programme, including administrative, organisational and operational aspects of the entire process, from publicising the call for internship offers to potential receiving institutions to follow-up with the beneficiaries, receiving and sending institutions. It will describe the roles and responsibilities for each of the three key actors – the beneficiaries, receiving and sending institutions – and the ways in which the contractor will manage the process and the stakeholders. The deliverable will include drafts of the supporting documents and material used for the consistent and effective administration of the EMOS internship programme as described in task 1.2. It will also include a proposed approach and KPIs for the evaluation of the EMOS internship financial support programme. This deliverable will be submitted within 4 weeks from the kick-off meeting and as part of the first technical implementation report.

#### Task 1.2. Administrative, organisational and coordination support

The contractor will define the general framework for managing all administrative, organisational and coordination aspects of the EMOS internship financial support programme. Based on this framework, to be agreed upon by Eurostat, the contractor will organise, manage, coordinate and report on the EMOS internships. This will include, but will not be limited to:

- the collection and publication of internship offers,
- publication of internship applications,
- facilitating the communication and coordination among prospective interns, receiving institutions and sending institutions,
- analysis and evaluation of received internship offers,
- disbursement of the financial support,
- communication and coordination with the involved parties,
- communication and promotion of the action and regular reporting to Eurostat.

The contractor will also define a procedure for exceptional cases when changes affecting the information contained in the signed internship agreement occur (e.g., change in the start or end date of the internship).

In defining the framework for the EMOS internship programme, the contractor will use and apply relevant resources and guidelines made available by the European Commission <sup>(7)</sup>.

In order to ensure consistent and effective administration of the EMOS internship programme, the contractor will develop, disseminate and use the following material:

- backward planning roadmap detailing the timeline, related tasks, milestones and deadlines for the entire process, starting from when the internship is due to start back to the moment when the receiving institution should publish its internship offer,
- guidelines for each of the participating parties, i.e. interns, sending institutions and receiving institutions, describing the overall processes and procedures as well as the roles, rights, tasks and obligations for each of the three participating parties before, during and after the internship,
- internship agreement template to be signed by each of the participating parties, i.e. interns, sending institutions and receiving institutions, including key information such as the duration of the internship, topic, reporting requirements. The template will be developed in a way that allows for its stand-alone use but also for expansion based on country-specific context,
- form template for reporting changes in relation to the signed internship agreement,
- evaluation form template for each of the participating parties, i.e. interns, sending institutions and receiving institutions,
- internship certificate template,
- any other supporting documents that may be identified as necessary during the process.

The documents will be proofread and adapted to the dissemination tool. Forms, texts and other content disseminated as documents will be different in format and style than those to be disseminated as web content.

All information and documents related to the call for and publication of internship offers, open expressions of interest by EMOS students and recent graduates, related announcements and other relevant information will be published on a dedicated EMOS mobility website developed and managed by the contractor.

Throughout the processes, the contractor will be responsible for ensuring that all involved parties are duly informed of the related tasks, milestones and deadlines, as well as their roles, rights, tasks and obligations. The contractor will provide administrative assistance to the intern during their internship.

In addition to the standard tasks, the contractor will facilitate the process by providing support to the involved parties in specific cases (e.g. specific country requirements such as defining a dedicated internship contract in addition to the standard EMOS internship agreement). This will be done through exchanges via e-mail, video/teleconferences and using the dedicated EMOS mobility website to be developed and managed by the contractor (see task 3 below).

The contractor will promote the programme to create interest among prospective interns and to attract new internship hosts. A special effort will be invested to ensure internship positions for EMOS students and recent graduates at research organisations, line ministries and IOs.

The contractor will organise information sessions for prospective interns, sending institutions (EMOS-labelled universities) and receiving institutions. In the case of the internship

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<sup>(7)</sup> Erasmus+ traineeships abroad: <https://erasmus-plus.ec.europa.eu/opportunities/opportunities-for-individuals/students/traineeships-abroad-for-students>; Erasmus+ Learning Agreement template: [https://erasmus-plus.ec.europa.eu/sites/default/files/2021-09/learning-traineeships\\_en.pdf](https://erasmus-plus.ec.europa.eu/sites/default/files/2021-09/learning-traineeships_en.pdf)



programme, information sessions will be organised twice per year at a timing to be agreed upon with Eurostat. In the case of the event attendance programme, information sessions will be organised on an annual basis at a time to be decided on together with Eurostat.

To evaluate the experience and assess the overall satisfaction with the provided services, the contractor will prepare and distribute evaluation questionnaires for all of the involved parties, i.e. interns, receiving and sending institutions. After the feedback has been collected, the contractor will analyse it and include the results in the evaluation reports. Both the unprocessed feedback of the respondents and the reports will be shared with Eurostat.

The beneficiaries will be responsible for making their travel arrangements from their place of study/work to the location of the internship, organising their accommodation, and obtaining the necessary visa and other administrative documents required by the country where the internship is taking place.

After the conclusion of the internship, the beneficiary is required to submit the signed internship agreement and internship evaluation report.

#### Task 1.2.1. Collection of internship offers

The contractor will be responsible for the collection of internship offers from receiving institutions. The open call will be permanently published on the dedicated EMOS mobility website and promoted by the contractor and Eurostat through the available channels.

The contractor will analyse all of the received internship offers and publish online those that fulfil the criteria to be defined in agreement with Eurostat. Where necessary, the contractor will liaise with the potential receiving institutions to adjust their offers for internships in order to align them with the defined criteria.

Internship offers should include at least information on:

- details on the receiving institution,
- description of the internship project: topic, resources used, methodology, intended outcome/output of the internship project, knowledge, skills and competences that will be acquired during the internship,
- duration and expected number of working hours per week,
- recommended level of language competence in the main language of work to ensure a proper integration and functioning of the intern in the organisation,
- contact point(s) for the administrative and scientific aspects of organising the internship as well as for the signature of the internship agreement,
- contact information for the mentor.

#### Task 1.2.2. Call for internship applications

The contractor will advertise internship offers and promote the programme, targeting EMOS students and recent graduates, and using their own and Eurostat channels. The prospective interns will apply directly to the potential receiving institutions. The contractor will support and advise the intern, sending and receiving institution based on need. Once that the intern, receiving institution and sending institution sign the internship agreement, the intern will submit this and other supporting documents to the contractor. The contractor will check the documents against the EMOS requirements. If the internship adheres to the EMOS requirements, the contractor will award the EMOS internship financial support.

Annual quotas will be determined for financial support for in-country and cross-border internships. Preference will be given to students and graduates applying for cross-border internships.

Prospective interns will be able to submit an open expression of interest on a rolling basis via the EMOS mobility website. Two possibilities will be offered: immediate publication of the open expression of interest on the online platform, without the intervention of the contractor, making it accessible to interested receiving institutions, and a ‘closed’ expression of interest, where this will not be published and the contractor will attempt to match the prospective intern with a receiving institution.

**Deliverable D.1.2. ‘Internship offers’** will include a list of all of the collected internship offers. Both the published internship offers and unpublished ones (due to, e.g., incompatibility with the conditions defined in deliverable D.1.1. ‘General framework and conditions’) will be included in this deliverable. The deliverable will also include a list of all of the received spontaneous internship applications. Both the successful and unsuccessful applications will be included in this deliverable. This deliverable will be submitted on an annual basis as part of the technical implementation reports.

## Task 2. EMOS event attendance sponsorship programme

Statistical conferences, workshops and training sessions are an opportunity for EMOS students, recent graduates and research and teaching staff at EMOS-labelled master’s programmes to deepen their knowledge and network with professional statisticians. Events such as the Conference on New Techniques and Technologies for Statistics (NTTS), European Conference on Quality in Official Statistics <sup>(8)</sup>, European Statistical Training Programme (ESTP) trainings <sup>(9)</sup> and others provide opportunities for professional skills development and networking.

### Task 2.1. Definition of the general framework and conditions

The contractor will facilitate the attendance of statistical events for EMOS students, recent graduates and staff from EMOS-labelled master’s programmes. This will include, but will not be limited to, the identification and publication of relevant events, analysis and evaluation of received applications, disbursement of the financial support, communication and coordination with the applicants and beneficiaries, communication and promotion of the action and regular reporting to Eurostat.

#### To be eligible for the event attendance sponsorship, the applicants must:

- be enrolled in an EMOS-labelled master’s programme, have graduated from an EMOS-labelled master’s programme in the 12 months preceding their application or have an active role in coordinating or teaching in an EMOS-labelled master’s programme,
- be proficient in English (minimum B2 level knowledge required according to the Common European Framework of Reference for Languages),
- have a health and accident insurance policy with active coverage for the duration of the event.

To prove their fulfilment of the above conditions, the contractor may request the applicants to submit supporting documents (e.g. for students: confirmation of active student status; for recent

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<sup>(8)</sup> European Conference on Quality in Official Statistics: <https://ec.europa.eu/eurostat/web/quality/quality-conferences>

<sup>(9)</sup> The ESTP courses focus on harmonised European concepts and legislation, as well as the implementation practices at national level. Some courses depending on availability of places will be opened to EMOS students with the cost of travel, registration fee and subsistence covered by this contract.

graduates: their EMOS diploma supplement; for research and teaching staff at EMOS-labelled master's programmes: proof of employment and/or manager support letter; for active insurance coverage: an insurance policy, etc.)

## Task 2.2. Administrative, organisational and coordination support

The contractor will publish and run a permanently open call for applications for EMOS students, recent graduates and research and teaching staff at EMOS-labelled master's programmes to apply for sponsorship to attend statistical trainings and conferences. Preference will be given to applicants who plan on actively participating in the event, e.g., by presenting or organising a session, and to applicants whose event attendance implies cross-border mobility.

The contractor will evaluate the applications based on a set of predefined criteria defined in agreement with Eurostat and select the recipients.

After the conclusion of the event, the beneficiaries will be required to submit the attendance certificate and an event attendance evaluation report.

In order to ensure consistent and effective administration of the EMOS event attendance sponsorship programme, the contractor will develop, disseminate and use the following material:

- roadmap detailing the timeline, related tasks, milestones and deadlines for the entire process, from the submission of the application to the submission of the attendance certificate and event attendance evaluation report,
- guidelines for applicants, describing the overall processes and procedures as well as the roles, rights, tasks and obligations of the beneficiaries throughout the process,
- event attendance evaluation report template,
- any other supporting documents that may be identified as necessary during the process.

The documents will be proofread and adapted to the dissemination tool. Forms, texts and other content disseminated as documents will be different in format and style than those to be disseminated as web content.

All information and documents related to the call for applications will be published on the dedicated EMOS mobility website developed and managed by the contractor. On this platform, the contractor will publish a list of events that EMOS students and graduates and research and teaching staff at EMOS-labelled master's programmes could be interested in attending to develop their skills. The applicants will be given the possibility to submit requests for sponsorship for events not included in this list.

The contractor will promote the programme to create interest among prospective applicants.

The beneficiaries will be responsible for making their travel arrangements from their place of study/work to the location of the event, organising their accommodation, and obtaining the necessary visa and other administrative documents required by the country where the event is taking place.

After the events, the beneficiaries are required to submit the attendance certificate and event attendance evaluation report.

### Conference on New Techniques and Technologies for Statistics

The NTTS conference is an international biennial scientific conference series, organised by Eurostat, on new techniques and methods for official statistics and the impact of new technologies on statistical collection, production and dissemination systems. EMOS students are

involved in the NTTS conference in different ways: first, a dedicated session is organised where the winners of the EMOS Master thesis competition present their winning theses and receive their awards. Second, EMOS students are invited to attend the NTTS conference and are eligible to receive funding via the EMOS event attendance sponsorship programme for this purpose.

In addition to the students applying for sponsorship to attend the NTTS conference via the EMOS event attendance sponsorship programme, the contractor will organise the travel and accommodation for the attendance of the NTTS conferences in 2025 and 2027 for six master thesis competition winners. For the EMOS Master thesis competition winners, the contractor will also design, procure and deliver trophies for each of the winners. The trophies will be delivered in a blue or black carton gift box with a silk inlay and magnetic lock. The trophies will be made of clear crystal and will include digital printing of the EMOS logo, the title 'Master thesis competition 2025' (for the award ceremony in 2025) or 'Master thesis competition 2027' (for the award ceremony in 2027) and the name of the winner.

**Deliverable D.2.1. 'General framework and conditions'** will include an elaboration of the general framework for the implementation and management of the EMOS event attendance sponsorship programme, including administrative, organisational and operational aspects of the entire process, from publicising the call for applications to follow-up with the beneficiaries. It will describe the roles and responsibilities for the beneficiaries and the ways in which the contractor will manage the process. The deliverable will include drafts of the supporting documents and material used for the consistent and effective administration of the EMOS event attendance sponsorship programme as described in task 2.2. It will also include a proposed approach and KPIs for the evaluation of the EMOS event attendance sponsorship programme. This deliverable will be submitted within 4 weeks from the kick-off meeting and as part of the first technical implementation report.

**Deliverable D.2.2. 'Non-exhaustive list of eligible events and applications'** will include a list of events that prospective beneficiaries could be interested in attending to develop their skills. The list will be continuously updated and published on EMOS mobility website based on newly identified events by the contractor and by the sponsorship applicants. The deliverable will also include a list of all of the sponsorship applications received. Both the successful and unsuccessful applications will be included in this deliverable. The deliverable will be submitted in September of each year and in each of the technical implementation reports.

**Deliverable D.2.3. 'Trophies for EMOS Master thesis competition winners'** will include the designed, procured and delivered trophies for each of the six winners of the EMOS Master thesis competition organised in 2024 and 2026. The designs will be delivered to Eurostat for review at least 6 months before the EMOS Master thesis competition winners award ceremony (March 2025 and March 2027) while the produced trophies will be delivered to Eurostat at least 2 months before the EMOS Master thesis competition winners award ceremony.

### Task 3. Disbursement of financial support

#### EMOS internship financial support programme

Up to eighty interns will receive financial support as a contribution to their costs for travel, accommodation and subsistence during the internship under this contract. The financial support will be paid as a lump sum.

For cross-border internships, the amount of the financial support will be EUR 2800.

For internships carried out within the same country as that of the student's place of study or, in the case of recent graduates, current place of residence, the amount of the financial support will be EUR 2000.

The award of the EMOS internship financial support does not prevent students from applying for and benefiting from other support mechanisms, remuneration and grants (e.g. Erasmus+) or receiving payment from their receiving institution.

Upon the signature of the internship agreement by all three involved parties and at the latest 1 month before the start of the internship, the contractor will pay at least 80% of the financial support to the beneficiary. The balance will be paid immediately after the intern has submitted all necessary documents after the completion of their mobility.

The contractor is obliged to keep the proof of payments to beneficiaries as they constitute original documents that may be subject to the checks and audits provided for in Art. II.24 of the General Conditions applicable to the contract.

#### EMOS event attendance sponsorship programme

Up to sixty selected students, recent graduates and research and teaching staff at EMOS-labelled master's programmes will receive financial support under this contract as a contribution to their costs for travel, accommodation and subsistence during the event they choose to attend as per their application form.

The financial support will be paid as a lump sum in the amount of EUR 1400 as soon as possible after the decision to award the financial support. The financial support will be available for attendance of events in Europe.

The award of the EMOS event attendance sponsorship does not prevent students from applying for and benefiting from other support mechanisms, remuneration and grants.

The contractor is obliged to keep the proof of payments to beneficiaries as they constitute original documents that may be subject to the checks and audits provided for in Art. II.24 of the General Conditions applicable to the contract.

**Deliverable 3.1. 'Disbursed financial support'** will include the financial support paid to the beneficiaries (interns, event attendees), the signed internship agreements and decisions to award the financial support for the attendance of events that triggered a disbursement of the financial support as well as event attendance certificates.

#### Task 4. EMOS mobility website

The contractor will develop and manage a website that will be used throughout the duration of the contract for the publication and promotion of the EMOS mobility activities. The website can be developed on the EMOS pages on Open Social (to be published at the end of 2023) or on a different stand-alone platform.

The website will be openly accessible and available. It will be developed in line with the European Commission web accessibility rules and the Eurostat visual style guide<sup>(10)</sup> as well as website usability principles to guarantee attractiveness, facilitate easy access and navigation.

The website will include but not be limited to the following purposes:

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<sup>(10)</sup> European Commission web accessibility rules and the Eurostat visual style guide: <https://ec.europa.eu/eurostat/web/0o.o0o.documentation.o0o.o0/accessibility>

- publication of announcements,
- publication of calls for internship offers targeting receiving institutions,
- submission and publication of internship offers targeting EMOS-labelled master's programmes, EMOS students and recent graduates,
- submission and publication of spontaneous expressions of interest by EMOS students and recent graduates,
- publication of information on statistical events, conferences, training courses,
- sharing of all of the key documents supporting the procedures for the EMOS mobility activities.

The website will be developed in a way so as to allow EMOS students, recent graduates, potential sending and receiving institutions to publish content (e.g., internship offers or spontaneous expressions of interest for internships) independently. The contractor will be responsible for the maintenance, content curation and moderation of the website and removal of any inappropriate content. In case a platform other than Open Social is used, the contractor will also be responsible for documenting and ensuring continuity of the platform for a handover to a new operator after the end of the contract.

**Deliverable D.4.1. 'EMOS mobility website'** will include the design, development and maintenance of a website that will be used as the key information hub for prospective beneficiaries, intern receiving and sending institutions, and all involved and interested in the programmes. The EMOS mobility website will be used to publish at least general information and guidelines on the programmes, call for internship offers, non-exhaustive list of events eligible and call for applications for the event attendance sponsorship programme, contact information, forms and templates, announcements and other relevant material used to support the process. It will be regularly maintained and updated from its publication until the end of the contract. A first version of the website will be developed within 4 weeks after the contract kick-off meeting and delivered to Eurostat for comments.

#### Task 5. Promotion and engagement

The contractor will develop a promotion and engagement plan, including proposed strategies, actions, communication tools and a timeline, for the promotion of the EMOS mobility programme. The contractor will promote the EMOS mobility programme using their communication channels and will prepare material for use on EMOS channels. Communication material for the different stages of the process targeting prospective beneficiaries, sending institutions (EMOS-labelled universities) and receiving institutions in the case of internships, will be proposed and developed. This can include visuals, images accompanied by quotes of former beneficiaries and their mentors, short self-recorded video testimonials, e-mail messages, social media posts, promotional videos.

All beneficiaries, both for internships and event attendance, will be invited and encouraged to record a video testimonial upon the completion of their internship or conclusion of their event. The testimonial should, in up to 2 minutes, describe the beneficiary's experience and added value for their personal and professional development. The contractor will develop and disseminate simple guidelines for beneficiaries on recording the video.

To facilitate the exchange of experiences and to build the community of beneficiaries for internships and events, cross-border intern hosts and potentially other stakeholder groups, the contractor will set up and moderate discussions on the EMOS mobility website or another online platform suitable for this use and agreed upon with Eurostat.

**Deliverable D.5.1. ‘Promotion and engagement plan and actions’** will include the delivery and execution of a promotion and engagement plan, the organisation and active participation in the information sessions and other meetings and exchanges organised to promote the programmes and support the prospective beneficiaries, sending institutions and receiving institutions that are involved, in the case of the internship programme. In the case of the internship programme, information sessions will be organised twice per year at a timing to be agreed upon with Eurostat. In the case of the event attendance programme, information sessions will be organised on an annual basis at a time to be decided on together with Eurostat. The promotion and engagement plan will be delivered within 4 weeks from the kick-off meeting and as part of the first technical implementation report. Its execution will continue for the duration of the contract.

#### Task 6. Evaluation

Based on the approach and KPIs defined in deliverables D.1.1. and D.2.1. ‘General framework and conditions’, the contractor will perform an annual evaluation of the two programmes. Based on the results, the contractor will prepare reports.

**Deliverable D.6.1. ‘Evaluation reports’** will include an analysis of the EMOS internship financial support and event attendance sponsorship programmes based on the evaluation approach defined in deliverables D.1.1 and D.2.1 ‘General framework and conditions’ and the feedback collected through an evaluation template distributed to the beneficiaries, and the receiving and sending institutions in the case of internships. The deliverable will also include the unprocessed feedback of the respondents. This deliverable will be submitted on an annual basis in September and as part of the technical implementation reports.

#### 1.4.5.4. Meetings and missions

The contractor will ensure the presence of the staff implementing the tasks at the kick-off meeting, quarterly progress meetings and the final debriefing meeting. The meetings will be held remotely. For these meetings the contractor will prepare progress reports to be sent to the contracting authority at least 5 working days prior to the meetings. The minutes of each meeting will be prepared by the contractor and sent to the *contracting authority* no later than 5 working days after the meeting for approval.

The contractor will ensure physical presence of at least one staff member implementing the tasks at each of the annual EMOS network meetings for the duration of the contract.

Travel expenses for such meetings should be included in the financial offer of the tender.

#### 1.4.5.5. Minimum requirements

The minimum requirements are as follows:

- maximum duration of the execution of the tasks does not exceed 48 months,
- organisation and management of the EMOS internship financial support programme for eighty beneficiaries over the duration of the contract is described, including a distinct list of roles for the intern, receiving and sending institutions before, during and after each internship, along with the services provided by the contractor,

- the difference between cross-border and in-country internships is reflected in the proposed general framework for organising and managing the EMOS internship financial support programme,
- the approach to selecting interns is described,
- the outreach and engagement approach for attracting new internship hosts is described,
- organisation and management of the EMOS event attendance sponsorship programme for sixty beneficiaries over the duration of the contract is described, including a distinct list of roles for the beneficiary and sending institutions before, during and after each attended event, along with the services provided by the contractor,
- the approach to identifying and promoting eligible events is described,
- the approach to selecting beneficiaries (interns, event attendance sponsorship) described,
- the approach disbursing the financial support for internships and event attendance sponsorship is described,
- The tenderer’s description of the development of the EMOS mobility website shows concretely how the website will support the implementation of the relevant actions of the EMOS internship financial support and event attendance sponsorship programmes, includes information on how its attractiveness, usability and the functionality will be guaranteed,
- The tenderer’s description of the approach for the promotion and engagement of the EMOS mobility programme makes use of the available channels and resources, gives an overview of all of the actions that will be taken to achieve the identified objectives for the duration of the contract.

#### 1.4.5.6. Technical implementation reports

The work carried out by the contractor under the contract will be the subject of the following technical implementation reports, which must be sent to the *contracting authority* by the contractor in electronic format.

- Twelve months after the starting date of the execution of the tasks referred to in Article I.3 of the contract, the contractor shall provide, in view of the progress of the tasks referred to in 1.4.2.3 of this tender specification and as soon as possible after this date, the first interim technical implementation report relating to the execution of the contract describing the results obtained and the means which were implemented for the execution of the contract.
- Twenty-four months after the starting date of the execution of the tasks referred to in Article I.3 of the contract, the contractor shall provide, after completion of the tasks referred to in 1.4.2.3 of this tender specification and as soon as possible after this date, the second interim technical implementation report relating to the execution of the contract describing the results obtained and the means which were implemented for the execution of the contract.
- Thirty-six months after the starting date of the execution of the tasks referred to in Article I.3 of the contract, the contractor shall provide, after completion of the tasks referred to in 1.4.2.3 of this tender specification and as soon as possible after this date, the third interim technical implementation report relating to the execution of the contract describing the results obtained and the means which were implemented for the execution of the contract.



- Forty-eight months after the starting date of the execution of the tasks referred to in Article I.3 of the contract, the contractor shall provide, after completion of the tasks referred to in 1.4.2.3 of this tender specification and as soon as possible after this date, the final technical implementation report relating to the execution of the contract describing the results obtained and the means which were implemented for the execution of the contract.

These technical implementation reports shall accompany the corresponding invoice.

#### 1.4.5.7. Assessment of results

Evaluation of the results will be based on the following criteria:

- Number of internship offers received,
- Number of internship applications received (spontaneous),
- Ratio of cross-border vs. in-country internships,
- Number of receiving institutions,
- Number of disbursed financial support lump sums for internships,
- Number of eligible events for the event attendance sponsorship programme identified,
- Number of event attendance sponsorship applications received,
- Number of disbursed financial support lump sums for event attendance,
- administrative and management quality of the EMOS internship financial support and EMOS event attendance sponsorship programmes based on the feedback received via the evaluations delivered by each of the participating parties, i.e. beneficiaries, for internships also sending institutions and receiving institutions,
- timeliness in treating the contracting authority's and mobility programme stakeholders' requests (maximum 24 hours between the reception of the request and first response) as well as service orientation and professionalism towards users and the contracting authority,
- quality of delivered communication tools (website layout, text, visuals) including their alignment with the Eurostat style guide,
- effectiveness of the promotion and engagement actions,
- attendance of and participation in EMOS meetings,
- respect of deadlines.

#### 1.4.5.8. Specific conditions

- Resources made available by the *contracting authority*

Eurostat will provide developer's right and access to the Open Social platform available at Eurostat for the development of the EMOS mobility webpages.

Eurostat will share with the contractor contact information for staff in NSIs and other partner organisations for the purposes of promoting and communicating on the EMOS mobility programme, especially hosting interns.

- Specific conditions for the execution of the contract

None

- EMAS Environmental Policy

The Commission applies the EMAS environmental management system ('the EMAS system') provided for by Regulation (EC) No 1221/2009 of the European Parliament and the Council of 25 November 2009 on the voluntary participation by organisations in a Community eco-management and audit scheme (EMAS), repealing Regulation (EC) No 761/2001 and Commission Decisions 2001/681/EC and 2006/193/EC (OJ L 342 of 22.12.2009, p. 1).

During the execution of the contract, the successful tenderer, group member(s) and/or any subcontractor(s), if relevant, may be requested by the Contracting Authority to implement the EMAS scheme, inter alia by providing information relating to the contract field required for the drafting and updating of the documents provided for by Regulation No 1221/2009 and the periodic evaluation of the system.

- Confidential data

In accordance with Regulation (EC) No 223/2009 of the European Parliament and of the Council of 11 March 2009 on European statistics (OJ L 87, 31.3.2009, p.164) it is forbidden to use confidential statistical data for purposes other than the tasks expressly set out in the contract for the provision of services and is forbidden to process, disseminate or otherwise make available or use these data in any way whatsoever. These obligations remain in force after the termination of the contract.

Corresponding declaration has to be signed by the contractor (see Annex IV of the contract). Each team member (including employees from contractor, members of consortium and subcontractor) working on the project will be required to sign this Annex IV. This agreement should be provided when the contract signed by the contractor is returned to the *contracting authority*.

The successful tenderer should implement and present in its tender the appropriate management procedures and security controls to avoid any breach of information.

## 1.4.6. Deliverables

Deliverable	Scheduled/ requested deadline	Submission by e-mail / by post
Deliverable D.1.1. 'General framework and conditions'	within 4 weeks from the kick-off meeting	e-mail
Deliverable D.1.2. 'Internship offers'	annually	e-mail
Deliverable D.2.1. 'General framework and conditions'	within 4 weeks from the kick-off meeting	e-mail
Deliverable D.2.2. 'Non-exhaustive list of eligible events and applications'	September each year	e-mail
Deliverable D.2.3. 'Trophies for EMOS Master thesis competition winners'	At the latest in January 2025 and January 2027	post
Deliverable D.3.1. 'Disbursed financial support'	annually	e-mail
Deliverable D.4.1. 'EMOS mobility website'	within 4 weeks after the contract kick-off meeting	e-mail
Deliverable D.5.1. 'Promotion and engagement plan and actions'	plan delivered within 4 weeks from the kick-off meeting; execution will continue for the duration of the contract	e-mail
Deliverable D.6.1. 'Evaluation reports'	September each year	e-mail
Completion and submission of deliverables D.1.1., D. 1.2., D. 2.1., D.2.2., D.2.3, D.3.1., D.4.1., D.5.1. and D.6.1. during the first year after the starting date of the execution of the tasks referred to in Article I.3 of the contract are linked to the first interim payment		
Completion and submission of deliverables D.1.2., D.2.2., D.3.1., D.5.1. and D.6.1. during the second year after the starting date of the execution of the tasks referred to in Article I.3 of the contract are linked second interim payment		
Completion and submission of deliverables D.1.2., D.2.2., D.2.3., D.3.1., D.5.1. and D.6.1. during the third year after the starting date of the execution of the tasks referred to in Article I.3 of the contract are linked to the third interim payment		
Completion and submission of all deliverables is linked to the final payment		

**1.5. Place of performance: where will the contract be performed?**

The services will be performed on the contractor's premises and, in the case of the EMOS network events and EMOS Board meetings, the location of the event/meeting venues.

## 1.6. Nature of the contract: how will the contract be implemented?

The procedure will result in the conclusion of the following contract types per lot:

Lot	Contract type
<b>Lot 1</b>	a direct contract
<b>Lot 2</b>	a direct contract

In direct contracts all the terms governing the provision of the services, supplies or works are defined at the outset. Once signed, they can be implemented directly without any further contract procedures.

Tenderers need to take full account of the full set of procurement documents, including the provisions of the draft contract as the latter will define and govern the contractual relationships to be established between the contracting authority and the successful tenderers. Special attention is to be paid to the provisions specifying the rights and obligations of the contractor, in particular those on payments, performance of the contract, confidentiality, and checks and audits.

☞ Please be aware that if a tenderer to whom the contract is awarded (any of the group members in case of a joint tender) has established debt(s) owed to the Union, the European Atomic Energy Community or an executive agency when the latter implements the Union budget, such debt(s) may be offset, in line with Articles 101(1) and 102 of [Regulation \(EU, Euratom\) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union \(Financial Regulation\) <sup>\(11\)</sup>](#) and the conditions set out in the draft contract, against any payment due under the contract. The contracting authority will verify the existence of overdue debts of the successful tenderers (any of the group members in case of a joint tender), and, if any such debt is found, will inform the tenderer (the group leader in case of a joint tender who will then have the obligation to inform all other group members before signing the contract) that the debt(s) may be offset against any payment under due the contract.

## 1.7. Volume and value of the contract: how much do we plan to buy?

The estimated total amount of all purchases under this call for tenders is indicated under Section II.1.5 of the contract notice. The volumes/values of the purchases for each lot over the total duration of the contract are specified in Section 1.4 of these specifications.

Within 3 years following the signature of the contracts resulting from the lots specified below, the contracting authority may use the negotiated procedure under point 11.1.e of Annex 1 to the Financial Regulation to procure new services from the contractors up to the following maximum percentages for the respective lot:

<sup>(11)</sup> Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012 (OJ L 193 of 30.07.2018, p.1).

Lot	New services
Lot 1	Max. 50% of the initial contract value
Lot 2	Max. 50% of the initial contract value

These services would consist in the repetition of similar services entrusted to the contractors and would be awarded under conditions stated in the tender specifications of negotiated procedure for its award.

### 1.8. Duration of the contract: how long do we plan to use the contract?

The contracts resulting from this call for tenders will be concluded for the duration specified per lot below. The details of the initial contract duration and possible renewals are set out in the draft contract for the respective lot.

Lot number	Lot duration
Lot 1	48 months
Lot 2	48 months

### 1.9. Electronic exchange system: can exchanges under the contract be automated?

For all exchanges with the contractors during the implementation of the contracts resulting from this call for tenders as well as for future possible subsequent proceedings, including, but not limited to, for the purposes of EDES ([European Union's Early Detection and Exclusion System](#)) the *contracting authority* may use an electronic exchange system meeting the requirements of Article 148 of the Financial Regulation. At the request of the *contracting authority*, the use of such a system shall become mandatory for the contractors at no additional cost for the *contracting authority*. Details on specifications, access, terms and conditions of use will be provided in advance.

### 1.10. Security

When performing tasks for the contracting authority in execution of the contract, the contractor and its personnel shall comply with the contracting authority's applicable security requirements.

For the Commission (and, when relevant - for the Executive Agencies), the applicable security requirements include:

- ✓ [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission, its subsequent versions, its implementing rules (as adapted from time to time) and the corresponding security standards, guidelines and notices;
- ✓ [Commission Decision \(EU, Euratom\) 2015/443](#) of 13 March 2015 on Security in the Commission, as well as all its subsequent versions;
- ✓ The documents available under the following link: [https://ec.europa.eu/info/files/security-standards-information-systems\\_en](https://ec.europa.eu/info/files/security-standards-information-systems_en)

Any financial burden for complying with the security measures (e.g. security background checks, security clearance etc.) will be entirely at the expense of the contractor and not of the contracting authority.

The contracting authority reserves the right to require any person involved in the provision of the services under a given project to attend security briefings or training given by the contracting authority, and/or to sign a security statement.

## **2. GENERAL INFORMATION ON TENDERING**

### **2.1. Legal basis: what are the rules?**

This call for tenders is governed by the provisions of the Financial Regulation.

The *contracting authority* has chosen to award the contracts resulting from this call for tenders through an open procedure pursuant to Article 164(1) (a) of the Financial Regulation. In an open procedure, any interested economic operator (any natural or legal person who offers to supply products, provide services or execute works) may submit a tender.

### **2.2. Entities subject to restrictive measures and rules on access to procurement: who may submit a tender?**

Tenderers must ensure that no involved entities (see Section 2.4) nor any subcontractors, including those which do not need to be identified in the tender (see Section 2.4.2), are subject to EU restrictive measures adopted under Article 29 of the Treaty on the European Union (TEU) or Article 215 of the Treaty on the Functioning of the EU (TFEU) <sup>(12)</sup>, consisting of a prohibition to make available or transfer funds or economic resources or to provide financing or financial assistance to them directly or indirectly, or of an asset freeze. The prohibition applies throughout the whole performance of the contract.

Participation in this call for tenders is open on equal terms to all natural and legal persons coming within the scope of the [Treaties](#), as well as to international organisations.

It is also open to all natural and legal persons established in a third country provided that has a special agreement with the European Union in the field of public procurement on the conditions laid down in that agreement.

As the Agreement on Government Procurement <sup>(13)</sup> concluded within the World Trade Organisation applies to the lots indicated in the contract notice, the participation to this call for tenders is also open to all natural and legal persons established in the countries that have ratified this Agreement, on the conditions laid down therein.

The rules on access to procurement do not apply to entities on whose capacity tenderers rely to fulfil the selection criteria nor to subcontractors. Subcontracting may not be used with the intent or effect to circumvent the rules on access to procurement.

To enable the *contracting authority* to verify the access, each tenderer must indicate its country of establishment (in case of a joint tender – the country of establishment of each group member) and must present the supporting evidence normally acceptable under the law of that country.

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<sup>(12)</sup> Please note that the EU Official Journal contains the official list and, in case of conflict, its content prevails over that of the [EU Sanctions Map](#).

<sup>(13)</sup> [https://www.wto.org/english/tratop\\_e/gproc\\_e/gp\\_gpa\\_e.htm](https://www.wto.org/english/tratop_e/gproc_e/gp_gpa_e.htm).

The same document(s) could be used to prove the country/-ies of establishment and the delegation(s) of the authorisation to sign as described in **Section 4.3**.

### **2.3. Registration in the Participant Register: why register?**

Any economic operator willing to participate in this call for tenders must be registered in the [Participant Register](#) - an online register of organisations and natural persons (participants) participating in calls for tenders or proposals of the European Commission and other EU institutions/bodies.

On registering, each participant obtains a Participant Identification Code (PIC, 9-digit number), which acts as its unique identifier in the Participant Register. A participant needs to register only once – the information provided can be further updated or re-used by the participant in other calls for tenders or calls for proposals of the European Commission and other EU institutions/bodies.

**⚡ Each participant needs to ensure that its SME status in the Participant Register is registered and kept up to date.**

At any moment during the procurement procedure, the Research Executive Agency Validation Services (hereafter *the EU Validation Services*) may contact the participant and ask for supporting documents on legal existence and status and financial capacity. The requests will be made through the register's messaging system to the e-mail address of the participant's contact person indicated in the register. It is the responsibility of the participant to provide a valid e-mail address and to check it regularly. The documents that may be requested by *the EU Validation Services* are listed in the [EU Grants and Tenders Rules on Legal Entity Validation, LEAR appointment and Financial Capacity assessment](#).

**⚡ Please note that a request for supporting documents by the *EU Validation Services* in no way implies that the tenderer has been successful.**

### **2.4. Ways to submit a tender: how can economic operators organise themselves to submit a tender?**

Economic operators can submit a tender either as a sole economic operator (sole tenderer) or as a group of economic operators (joint tender) <sup>(14)</sup>. In either case, subcontracting is permitted.

Tenders must be drawn and submitted in complete independence and autonomously from the other tenders. A declaration in this regard by each tenderer (in case of a joint tender, by each of its members) shall be requested.

A natural or legal person cannot participate at the same time and for the same lot within the same procedure either as member of two or more groups of economic operators or as a sole tenderer and member of another group of economic operators. In such case, all tenders in which that person has participated, either as sole tenderer or as member of a group of economic operators, will be rejected.

Economic operators linked by a relationship of control or of association (e.g. belonging to the same economic/corporate group) are allowed to submit different and separate tenders provided that each tenderer is able to demonstrate that its tender was drawn independently and autonomously.

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<sup>(14)</sup> Each economic operator participating in the joint tender is referred to as “group member”.

A natural or legal person may act as subcontractor for several tenderers as long as the tenders are drawn and submitted in complete independence and autonomously from each other. However, cross subcontracting among tenderers is forbidden, more precisely an entity “A” may participate as tenderer (either as sole tenderer or as member of a group of economic operators) and as subcontractor to another tenderer “B” for the same lot within the same procurement procedure. However, in this case it is forbidden that tenderer “B” (or any of its participating members in case of a group of economic operators) is at the same time subcontractor for tenderer “A” (or for the group of economic operators in which “A” participates) for the same lot within the same procurement procedure. In this case, both tenders A and B shall be rejected.

In order to fulfil the selection criteria set out in **Section 3.2** the tenderer can rely on the capacities of subcontractors (see Section 2.4.2) or other entities that are not subcontractors (see Section 2.4.3).

An “**involved entity**” is any economic operator involved in the tender. This includes the following four categories of economic operators:

- sole tenderer,
- group members (including group leader),
- identified subcontractors (see Section 2.4.2), and
- other entities (that are not subcontractors) on whose capacity the tenderer relies to fulfil the selection criteria.

The role of each entity involved in a tender must be clearly specified in the eSubmission application: i) sole tenderer, ii) *Group leader* (in case of a joint tender), iii) group member (in case of a joint tender), or iv) subcontractor <sup>(15)</sup>.

For an entity on whose capacities the tenderer relies to fulfil the selection criteria (that is not a subcontractor), this role is defined in the commitment letter (**Annex 5.2**).

#### 2.4.1. Joint tenders

A joint tender is a situation where a tender is submitted by a group (with or without legal form) of economic operators regardless of the link they have between them in the group. The group as a whole is considered a tenderer <sup>(16)</sup>.

All group members assume joint and several liability towards the *contracting authority* for the performance of the contract as a whole.

Group members must appoint from among themselves a *Group leader* (the group leader) as a single point of contact authorised to act on their behalf in connection with the submission of the tender and all relevant questions, clarification requests, notifications, etc., that may be received during the evaluation, award and until the contract signature. All group members (including the group leader) must sign an Agreement/Power of attorney drawn up in the model attached in **Annex 3**.

The joint tender must clearly indicate the role and tasks of each group member, including those of the *Group leader* who will act as the *contracting authority's* contact point for the contract's administrative or financial aspects and operational management. The *Group leader* will have full authority to bind the group and each of its members during contract execution.

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<sup>(15)</sup> Only identified subcontractors (see Section 2.4.2) must be specified in the eSubmission application.

<sup>(16)</sup> References to *tenderer* or *tenderers* in this document shall be understood as covering both sole tenderers and groups of economic operators submitting a joint tender.



If the joint tender is successful, the *contracting authority* shall sign the contract with the Group leader, authorised by the other members to sign the contract also on their behalf via the Agreement/Power of attorney drawn up in the model attached in **Annex 3**.

Changes in the composition of the group during the procurement procedure (after the deadline for submission of tenders and before contract signature) shall lead to rejection of the tender with the exception of the following cases:

- case of a merger or takeover of a group member (universal succession), provided that the following cumulative conditions are fulfilled:
  - the new entity is not subject to restrictive measures, has access to procurement (see Section 2.2) and is not in an exclusion situation (see Section 3.1),
  - all the tasks assigned to the former entity are taken over by the new entity member of the group,
  - the group meets the selection criteria (see Section 3.2),
  - the change must not make the tender non-compliant with the procurement documents,
  - the terms of the originally submitted tender are not altered substantially and the evaluation of award criteria of the originally submitted tender are not modified,
  - the new entity undertakes to replace the former entity for the implementation of the contract, in case of an award.
  
- case where a group member is subject to restrictive measures or does not have access to procurement (see Section 2.2) or is in an exclusion situation (see Section 3.1), provided the following cumulative conditions are fulfilled:
  - none of the remaining group members is subject to restrictive measures (see Section 2.2),
  - all the remaining group members have access to procurement (see Section 2.2),
  - the remaining group members meet the selection criteria (see Section 3.2),
  - the change must not make the tender non-compliant with the procurement documents,
  - the terms of the originally submitted tender are not altered substantially and the evaluation of award criteria of the originally submitted tender are not modified,
  - the continuation of the participation of the remaining group members in the procurement procedure does not put the other tenderers in a competitive disadvantage,
  - the remaining group members undertake to implement the contract, in case of an award, without the excluded group member.

The replacement of the group member not having access to procurement or in a situation of exclusion is not allowed.

In order to allow the entities taking part in a joint tender to complete the formalities with the relevant authorities to ensure the tax exemption, where the group of economic operators has no legal personality, the contracting authority shall issue a VAT exemption certificate for each respective group member of the joint tender, if the transaction is taxable for VAT purposes as an intra-community purchase. Each certificate shall cover only the member's part of the service supplied and shall include a description of it and its value. The contracting authority issues an annex V to the contract for each member (including the leader). The annex V of the contract shall include a description of the service supplied by each member and its value. Annex V of the draft contract does not need to be provided with the tender but may be requested by the Contracting Authority at any time during the procedure.

#### 2.4.2. *Subcontracting*

Subcontracting is the situation where the contractor enters into legal commitments with other economic operators, which will perform part of the contract on its behalf. The contractor retains full liability towards the *contracting authority* for performance of the contract as a whole.

The following shall not be considered subcontracting:

- a) Use of workers posted to the contractor by another company owned by the same group and established in a Member State (“intra-group posting” as defined by Article 1, 3, (b) of [Directive 96/71/EC concerning the posting of workers in the framework of the provision of services](#)).
- b) Use of workers hired out to the contractor by a temporary employment undertaking or placement agency established in a Member State (“hiring out of workers” as defined by Article 1, 3, (c) of [Directive 96/71/EC concerning the posting of workers in the framework of the provision of services](#)).
- c) Use of workers temporarily transferred to the contractor from an undertaking established outside the territory of a Member State and that belongs to the same group (“intra-corporate transfer” as defined by Article 3, (b) of [Directive 2014/66/EU on the conditions of entry and residence of third-country nationals in the framework of an intra-corporate transfer](#)) .
- d) Use of staff without employment contract (“self-employed persons working for the contractor”), without the tasks of the self-employed persons being particular well-defined parts of the contract.
- e) Use of suppliers and/or transporters by the contractor, in order to perform the contract at the place of performance, unless the economic activities of the suppliers and/or the transporting services are within the subject of this call for tenders (see **Section 1.4**).
- f) Performance of part of the contract by members of an EEIG (European Economic Interest Grouping), when the EEIG is itself a contractor or a group member.

The persons mentioned in points a), b), c) and d) above will be considered as “personnel” of the contractor as defined in the contract.

All contractual tasks may be subcontracted unless the procurement documents expressly reserve the execution of certain critical tasks to the sole tenderer itself, or in case of a joint tender, to a group member.

By filling in the form available in *Annex 4* (List of identified subcontractors), tenderers are required to give an indication of the proportion of the contract that they intend to subcontract, as well as to identify and describe briefly the envisaged contractual roles/tasks of subcontractors meeting any of these conditions (hereafter referred to as *identified subcontractors*):

- subcontractors on whose capacities the tenderer relies upon to fulfil the selection criteria as described under **Section 3.2**;
- subcontractors whose intended individual share of the contract, known at the time of submission, is above 15%.

Any such subcontractor must provide the tenderer with a commitment letter drawn up in the model attached in **Annex 5.1** and signed by its authorised representative.

☞ Each tenderer shall identify *such* subcontractors and provide the commitment letters with its tender. The information must be true and correct at the time of submitting the tender. Any changes or additions regarding the envisaged subcontractors after the deadline for submission of tenders must be justified to the contracting authority.

The above rules apply also where the economic operators, which will perform part of the contract on behalf of a successful tenderer, belong to the same economic/corporate group as the sole tenderer or a member of the group submitting the joint tender.

Changes concerning subcontractors identified in the tender (withdrawal/replacement of a subcontractor, additional subcontracting) during the procurement procedure (after the submission deadline and before contract signature) require the prior written approval of the *contracting authority* subject to the following verifications:

- any new subcontractor is not subject to restrictive measures, has access to procurement if the rules on access to procurement apply also to subcontractors (see Section 2.2) and is not in an exclusion situation (see Section 3.1);
- the tenderer still fulfils the selection criteria and the new subcontractor fulfils the selection criteria applicable to it individually, if any;
- the terms of the originally submitted tender are not altered substantially, i.e. all the tasks assigned to the former subcontractor are taken over by another involved entity, the change does not make the tender non-compliant with the tender specifications, and the evaluation of award criteria of the originally submitted tender is not modified.

Subcontracting to subcontractors identified in a tender that was accepted by the *contracting authority* and resulted in a signed contract, is considered authorised.

#### 2.4.3. *Entities (not subcontractors) on whose capacities the tenderer relies to fulfil the selection criteria*

In order to fulfil the selection criteria a tenderer may also rely on the capacities of other entities (that are not subcontractors), regardless of the legal nature of the links it has with them. It must in that case prove that it will have at its disposal the resources necessary for the performance of the contract by producing a commitment letter in the model attached in **Annex 5.2**, signed by the authorised representative of such an entity, and the supporting evidence that those other entities have the respective resources <sup>(17)</sup>.

☞ The above rules apply also where the economic operators on whose capacities the tenderer relies to fulfil the selection criteria (that are not subcontractors) belong to the same

<sup>(17)</sup> This does not apply to subcontractors on whose capacity the tenderer relies to fulfil the selection criteria – for these the documentation required for subcontractors must be provided.

economic/corporate group as the sole tenderer or a member of the group submitting the joint tender.

*2.4.4. Rules common to subcontractors and entities (not subcontractors) on whose capacities the tenderer relies to fulfil the selection criteria*

If a successful tenderer intends to rely on another entity to meet the minimum levels of economic and financial capacity, the *contracting authority* may require the entity to sign the contract or, alternatively, to provide a joint and several first-call financial guarantee for the performance of the contract.

With regard to technical and professional selection criteria, a tenderer may only rely on the capacities of other entities where the latter will perform the works or services for which these capacities are required, i.e. the latter will either assume the role of subcontractors or will fall within the exceptions listed in Section 2.4.2 and will then assume the role of entities (not subcontractors) on whose capacities the tenderer relies to fulfil the selection criteria.

⚡ Relying on the capacities of other entities is only necessary when the capacity of the tenderer is not sufficient to fulfil the required minimum levels of capacity. Abstract commitments that other entities will put resources at the disposal of the tenderer will be disregarded.

### 3. EVALUATION AND AWARD

The evaluation of the tenders that comply with the submission conditions will consist of the following elements:

- Check if the tenderer is not subject to restrictive measures and has access to procurement (see *Section 2.2*);
- Verification of administrative compliance (if the tender is drawn up in one of the official EU languages and the required documents signed by duly authorised representative(s) of the tenderer);
- Verification of non-exclusion of tenderers on the basis of the exclusion criteria;
- Selection of tenderers on the basis of selection criteria;
- Verification of compliance with the minimum requirements specified in the procurement documents;
- Evaluation of tenders on the basis of the award criteria.

The *contracting authority* will evaluate the abovementioned elements in the order that it considers to be the most appropriate.

If the evaluation of one or more elements demonstrates that there are grounds for rejection, the tender will be rejected and will not be subjected to further full evaluation. The unsuccessful tenderers will be informed of the ground for rejection without being given feedback on the non-assessed content of their tenders. Only tenderers for whom the verification of all elements did not reveal grounds for rejection can be awarded the contracts resulting from this call for tenders.

The evaluation will be based on the information and evidence contained in the tenders and, if applicable, on additional information and evidence provided at the request of the *contracting authority* during the procedure. If any of the declarations or information provided proves to be false, the *contracting authority* may impose administrative sanctions (exclusion or financial penalties) on the entity providing the false declarations/information.

For the purposes of the evaluation related to exclusion and selection criteria the *contracting authority* may also refer to publicly available information, in particular evidence that it can access on a national database free of charge.

#### 3.1. Exclusion criteria

The objective of the exclusion criteria is to assess whether the tenderer is in any of the exclusion situations listed in Article 136(1) of the Financial Regulation.

Tenderers found to be in an exclusion situation will be rejected.

As evidence of non-exclusion, each tenderer <sup>(18)</sup> needs to submit with its tender a Declaration on Honour <sup>(19)</sup> in the model available in *Annex 2*. <sup>(20)</sup> The declaration must be signed by an authorised representative of the entity providing the declaration. Where the declaration has been signed by hand, the original does not need to be submitted to the contracting authority, but the latter reserves the right to request it from the tenderer at any time during the record-keeping period specified in Section 4.3.

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<sup>(18)</sup>See Annex 1 which of the involved entities participating in a tender need to provide the Declaration on Honour

<sup>(19)</sup> The European Single Procurement Document (ESPD) may not be used yet in European Commission's calls for tenders.

<sup>(20)</sup> Unless the same declaration has already been submitted for the purposes of another award procedure of the European Commission, the situation has not changed, and the time elapsed since the issuing date of the declaration does not exceed one year.

The initial verification of non-exclusion of tenderers will be done on the basis of the submitted declarations and consultation of the [European Union's Early Detection and Exclusion System](#).

At any time during the procurement procedure <sup>(21)</sup>, the contracting authority may request the documents mentioned in the Declaration on Honour as supporting evidence on non-exclusion (the documentary evidence). It may also request information on natural or legal persons that are members of the administrative, management or supervisory body or that have powers of representation, decision or control, including legal and natural persons within the ownership and control structure and beneficial owners, and appropriate evidence that none of those persons are in one of the exclusion situations referred to in Section A point (1) (c) to (f) of the Declaration on Honour.

All tenderers are invited to prepare in advance the documentary evidence, since they may be requested to provide such evidence within a short deadline. In any event, the tenderers proposed by the evaluation committee for the award of the contracts will be requested to provide such evidence.

☞ If the tenderer does not provide valid documentary evidence within the deadlines set by the contracting authority, the latter reserves the right to reject the tender. In any event, in case a tenderer proposed for the award of the contract fails to comply with the above evidence requirement, its tender will be rejected, unless the tenderer can justify the failure on the grounds of material impossibility to provide such evidence.

*Annex 1* specifies which of the *involved entities* participating in a tender need to provide the Declaration on Honour and, when requested by the *contracting authority*, the supporting evidence.

**Please note that a request for evidence in no way implies that the tenderer has been successful.**

### 3.2. Selection criteria

The objective of the selection criteria is to assess whether the tenderer has the legal, regulatory, economic, financial, technical and professional capacity to perform the contract.

The selection criteria for this call for tenders, including the minimum levels of capacity, the basis for assessment and the evidence required, are specified in the following subsections.

Tenders submitted by tenderers not meeting the minimum levels of capacity will be rejected.

When submitting its tender each tenderer shall declare on honour that it fulfils the selection criteria for the lots for which it applies in this call for tenders. The model Declaration on Honour available in *Annex 2* shall be used.

The initial assessment of whether a tenderer fulfils the selection criteria will be done on the basis of the submitted declaration(s).

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<sup>(21)</sup> The obligation to provide the supporting evidence will be waived in the following situations:

- if the same documents have already been provided in a previous award procedure of the European Commission, have been issued no more than one year before the date of their request by the contracting authority and are still valid at that date;
- if such evidence can be accessed by the contracting authority on a national database free of charge, in which case the economic operator shall provide the contracting authority with the internet address of the database and, if needed, the necessary identification data to retrieve the document;
- if there is a material impossibility to provide such evidence.

The subsections below specify which selection criteria evidence must be provided with the tender or may be requested later, at any time during the procurement procedure within a deadline given by the *contracting authority* <sup>(22)</sup>.

The evidence must be provided in accordance with the applicable basis for assessment of each criterion: in case of a consolidated assessment – only by the *involved entities* who contribute to the fulfilment of the criterion, and in case of individual assessment – by each entity to whom the criterion applies individually.

In case not all selection criteria evidence is requested with the tender, all tenderers are **invited to prepare in advance the documentary evidence**, since they may be requested to provide such evidence within a short deadline. In any event, the tenderers proposed by the evaluation committee for the award of the contracts will be requested to provide such evidence.

⚠ If the tenderer does not provide valid documentary evidence within the deadlines set by the contracting authority, the contracting authority reserves the right to reject the tender. In any event, in case a tenderer proposed for the award of the contract fails to comply with the above evidence requirement, its tender will be rejected, unless there is a ground for a waiver.

**Please note that a request for evidence in no way implies that the tenderer has been successful.**

### 3.2.1. *Legal and regulatory capacity*

Tenderers can be natural or legal persons. Tenderers are not obliged to take a specific legal form in order to submit their tenders.

Where tenderers submit a tender through an entity, which lacks legal personality (e.g., a branch), the compliance with the exclusion criteria, selection criteria, the rules on access to procurement as well as the absence of restrictive measures shall be assessed at the level of the tenderers.

Tenderers do not need to prove specific legal and regulatory capacity to perform the contract.

In addition, involved entities (see Section 2.4) and all subcontractors, including those which do not need to be identified in the tender (see Section 2.4.2), must not be subject to [EU restrictive measures](#) adopted under Article 29 of the Treaty on the European Union (TEU) or Article 215 of the Treaty on the Functioning of the EU (TFEU) <sup>(23)</sup> that constitute a legal impediment to perform the contract. This requirement will be assessed by reference to the EU restrictive measures in force. Therefore, the tenderer is not required to submit any evidence of not being subject to EU restrictive measures.

### 3.2.2. *Economic and financial capacity*

Tenderers must comply with the following selection criteria in order to prove that they have the necessary economic and financial capacity to perform the contract.

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<sup>(22)</sup> The obligation to provide the supporting evidence will be waived in the following situations:

- if the same documents have already been provided in a previous award procedure of the European Commission and are still up-to-date;
- if such evidence can be accessed by the contracting authority on a national database free of charge, in which case the economic operator shall provide the contracting authority with the internet address of the database and, if needed, the necessary identification data to retrieve the document.

<sup>(23)</sup> Please note that the EU Official Journal contains the official list and, in case of conflict, its content prevails over that of the [EU Sanctions Map](#).

**Lot 1**

Criterion F1	
<b>Minimum level of capacity</b>	Average yearly turnover of the last two financial years is above EUR 300.000,00.
<b>Basis for assessment</b>	This criterion applies to the tenderer as a whole, i.e. a consolidated assessment of the combined capacities of all <i>involved entities</i> will be carried out.
<b>Evidence</b>	Copy of the profit and loss accounts and balance sheets for the last two years for which accounts have been closed from each concerned <i>involved entity</i> , or, failing that, appropriate statements from banks. The most recent year must have been closed within the last 18 months.

**Lot 2**

Criterion F1	
<b>Minimum level of capacity</b>	Average yearly turnover of the last two financial years is above EUR 200.000,00.
<b>Basis for assessment</b>	This criterion applies to the tenderer as a whole, i.e. a consolidated assessment of the combined capacities of all <i>involved entities</i> will be carried out.
<b>Evidence</b>	Copy of the profit and loss accounts and balance sheets for the last two years for which accounts have been closed from each concerned <i>involved entity</i> , or, failing that, appropriate statements from banks. The most recent year must have been closed within the last 18 months.

☞ The evidence of economic and financial capacity does not need to be provided with the tender but may be requested by the *EU Validation Services* at any time during the procedure.

**3.2.3. Technical and professional capacity**

☞ With regard to technical and professional selection criteria, a tenderer may only rely on the capacities of other entities where the latter will perform the works or services for which these capacities are required. The entity on whose capacity the tenderer relies will either assume the role of a subcontractor or fall within the exceptions listed in Section 2.4.2.

Tenderers must comply with the following selection criteria in order to prove that they have the necessary technical and professional capacity to perform the contract.

All the minimum level of capacity have to be fulfilled at the deadline for the submission of the tender.



**Lot 1**Criteria relating to the tenderer

Criterion T1	
The tenderer must prove experience in the field of organisation of events in Europe for a diverse group of participants in terms of institutional affiliation, origin and age.	
<b>Minimum level of capacity</b>	At least two similar (in scope and complexity) projects completed in the last five years preceding the tender submission deadline, with a minimum value for each of them € 80 000.
<b>Basis for assessment</b>	This criterion applies to the tenderer as a whole, i.e. the consolidated assessment of combined capacities of all <i>involved entities</i> will be carried out.
<b>Evidence</b>	A list of projects meeting the minimum level of capacity. The list shall include details of their start and end date, total project amount and scope, role and amount invoiced. In case of projects still ongoing, only the portion completed during the reference period will be taken into consideration.

Criterion T2	
The tenderer must prove experience in the field of developing and implementing communication campaigns targeting different groups and using innovative approaches.	
<b>Minimum level of capacity</b>	At least two similar (in scope and complexity) projects completed in the last five years preceding the tender submission deadline, with a minimum value for each of them € 50 000.
<b>Basis for assessment</b>	This criterion applies to the tenderer as a whole, i.e. the consolidated assessment of combined capacities of all <i>involved entities</i> will be carried out.
<b>Evidence</b>	A list of projects meeting the minimum level of capacity. The list shall include details of their start and end date, total project amount and scope, role and amount invoiced. In case of projects still ongoing, only the portion completed during the reference period will be taken into consideration.

Criteria relating to the team delivering the service

Criterion T3	
The team member must prove experience in the field of event organisation and management	
<b>Minimum level of capacity</b>	The project manager and project coordinator must have at least three years of experience in organising events in Europe for a diverse group of participants in terms of institutional affiliation, origin and age.
<b>Basis for assessment</b>	This criterion applies to the tenderer as a whole, i.e. the consolidated assessment of combined capacities of all <i>involved entities</i> will be carried out.
<b>Evidence</b>	CVs of the project manager and project coordinator containing a list and brief description of events and meetings organised.

Criterion T4	
The team member must prove experience in the field of communication	

<b>Minimum level of capacity</b>	The project manager and project coordinator must have at least three years of experience in the field of communication developing and implementing communication campaigns targeting different groups and using innovative approaches.
<b>Basis for assessment</b>	This criterion applies to the tenderer as a whole, i.e. the consolidated assessment of combined capacities of all <i>involved entities</i> will be carried out.
<b>Evidence</b>	CVs of the project manager and project coordinator containing a list and brief description of managed communication campaigns.

### Criterion T5

The tenderer must prove English language skills

<b>Minimum level of capacity</b>	All members of the team should have excellent knowledge of the English language, especially in terms of writing and oral English, as guaranteed by a certificate (professional native speaker capacity or level B2 according to the Common European Framework of Reference for Languages <sup>(24)</sup> ) or past relevant experience.
<b>Basis for assessment</b>	This criterion applies to the tenderer as a whole, i.e. the consolidated assessment of combined capacities of all <i>involved entities</i> will be carried out.
<b>Evidence</b>	CVs of team members or valid language proficiency certificate

## Lot 2

### Criteria relating to the tenderer

### Criterion T1

The tenderer must prove experience in the field of managing projects with a cross-border mobility element.

<b>Minimum level of capacity</b>	At least two similar (in scope and complexity) projects completed in the last five years preceding the tender submission deadline, with a minimum value for each of them € 50 000.
<b>Basis for assessment</b>	This criterion applies to the tenderer as a whole, i.e. the consolidated assessment of combined capacities of all <i>involved entities</i> will be carried out.
<b>Evidence</b>	A list of projects meeting the minimum level of capacity. The list shall include details of their start and end date, total project amount and scope, role and amount invoiced. In case of projects still ongoing, only the portion completed during the reference period will be taken into consideration.

### Criterion T2

The tenderer must prove experience in the field of communication and stakeholder engagement

<b>Minimum level of</b>	At least two similar (in scope and complexity) projects completed in
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<sup>(24)</sup> <https://europa.eu/europass/en/common-european-framework-reference>

<b>capacity</b>	the last five years preceding the tender submission deadline, with a minimum value for each of them € 50 000.
<b>Basis for assessment</b>	This criterion applies to the tenderer as a whole, i.e. the consolidated assessment of combined capacities of all <i>involved entities</i> will be carried out.
<b>Evidence</b>	A list of projects meeting the minimum level of capacity. The list shall include details of their start and end date, total project amount and scope, role and amount invoiced. In case of projects still ongoing, only the portion completed during the reference period will be taken into consideration.

#### Criteria relating to the team delivering the service

Criterion T3	
The team member must prove experience in the field of project and stakeholder management	
<b>Minimum level of capacity</b>	The project manager and project coordinator must have at least three years of experience in managing international projects and stakeholders.
<b>Basis for assessment</b>	This criterion applies to the tenderer as a whole, i.e. the consolidated assessment of combined capacities of all <i>involved entities</i> will be carried out.
<b>Evidence</b>	CVs of the project manager and project coordinator containing a list and brief description of managed projects.

Criterion T4	
The team member must prove experience in the field of communication and stakeholder engagement	
<b>Minimum level of capacity</b>	The communication manager must have at least three years of experience in the field of communication and stakeholder engagement
<b>Basis for assessment</b>	This criterion applies to the tenderer as a whole, i.e. the consolidated assessment of combined capacities of all <i>involved entities</i> will be carried out.
<b>Evidence</b>	CV of the communication manager containing a list and brief description of managed communication projects.

Criterion T5	
The tenderer must prove English language skills	
<b>Minimum level of capacity</b>	All members of the team should have excellent knowledge of the English language, especially in terms of writing and oral English, as guaranteed by a certificate (professional native speaker capacity or level B2 according to the Common European Framework of Reference for Languages <sup>(25)</sup> ) or past relevant experience.
<b>Basis for assessment</b>	This criterion applies to the tenderer as a whole, i.e. the consolidated assessment of combined capacities of all <i>involved entities</i> will be carried out.

<sup>(25)</sup> <https://europa.eu/europass/en/common-european-framework-reference>

<b>Evidence</b>	CVs of team members or valid language proficiency certificate
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☞ All of the above-specified evidence of technical and professional capacity must be provided with the tender.

☞ Involved entities, (see Section 2.4) and all subcontractors, including those which do not need to be identified in the tender (see Section 2.4.2), must not be subject to professional conflicting interests which may negatively affect the contract performance. Where the *contracting authority* has established such conflicting interests, it may conclude that the tenderer or an involved entity does not possess the required professional capacity to perform the contract to an appropriate quality standard.

The presence of conflicting interests shall be examined during the evaluation phase based on the statements made through the Declarations on Honour and, where applicable, the commitment letters (*Annex 5.1 and Annex 5.2*).

### **3.3. Compliance with the conditions for participation and minimum requirements specified in the procurement documents**

By submitting a tender, a tenderer commits to perform the contract in full compliance with the terms and conditions of the procurement documents for this call for tenders. Particular attention is drawn to the minimum requirements specified in Section 1.4 of these specifications and to the fact that tenders must comply with applicable data protection, environmental, social and labour law obligations established by Union law, national legislation, collective agreements or the international environmental, social and labour conventions listed in Annex X to Directive 2014/24/EU.

The minimum requirements shall be observed throughout the entire duration of the contract. Compliance with these requirements is mandatory and cannot be subject to any assumptions, limitations, conditions, or reservations on the part of a tenderer.

Tenderers must declare when submitting their tenders in eSubmission whether their tenders comply with the minimum requirements specified in the procurement documents.

**☞ Tenders that are not compliant with the applicable minimum requirements shall be rejected.**

### **3.4. Award criteria**

The objective of the award criteria is to evaluate the tenders with a view to choosing the most economically advantageous tender.

Tenders will be evaluated on the basis of the following award criteria and their weighting:

(1) Price - 40%

The price considered for evaluation will be the total price of the tender, covering all the requirements set out in the tender specifications.

(2) Quality - 60%

The quality of the tender will be evaluated based on the following criteria:

The quality of the tender will be evaluated based on the following criteria for lots 1 and 2:

**1. Technical approach and methodology (Maximum number of points: 20 points – Minimum number of points: 10 points)**

The technical approach and methodology will be assessed on:

- The extent to which any particularities that are mentioned in the specific lot have been considered (maximum number of points: 5),
- The practical implementation proposed for the project, for all tasks and expected results to be carried out and how it demonstrates a thorough analysis of all the involved aspects/issues (maximum number of points: 5),
- Presentation and description of expected and tangible results to be attained (maximum number of points: 5),
- Description on how the contractor will ensure the compliance with the rules on protection of participant data. (Such as: the management of the participant database, the seeking of consent from participants to use their personal data, including their interventions and photos/videos of them in the areas of the events.) (maximum number of points: 5).

**2. Work plan and timetable - overall planning (Maximum number of points: 20 points – Minimum number of points: 10 points)**

The work plan and timetable will be assessed on:

- Detailed work plan and timetable to demonstrate that the project is achievable by the proposed deadline (maximum number of points: 8).
- Clear work packages, divided responsibilities, and work time amongst team members (maximum number of points: 6).
- Detailed implementation of the work plan to demonstrate successful achievement of the expected results, including rapid start-up, milestones and a realistic timeline taking into account the necessary time to involve expected participants and associated stakeholders and to submit reports on time (maximum number of points: 6).

**3. Management arrangements - Organization of the work and resources (Maximum number of points: 50 points – Minimum number of points: 25 points)**

The management arrangements - Organization of the work and resources will be assessed on:

- Description of the proposed team (number / profiles) with their role and responsibilities and of the different economic operators (in case of joint tender, including subcontractor if applicable) distributed for each task and work package. Balance between profiles and breakdown of the tasks (which profile is going to do which task and how much time will be devoted to each task per profile) (maximum number of points: 15),
- Suitability of the proposed organization for achieving the desired objectives of the project (maximum number of points: 5),
- Description of the project management, which will be applied to the project (maximum number of points: 10),
- Estimate of how much and what kind of the *contracting authority* involvement would be needed to ensure successful delivery and how cooperation with the Commission will be managed in practice (maximum number of points: 5),

- Business continuity measures in case staff assigned to the project leave. A description of the back-up system to cover absences of key profiles (project manager, senior expert) (maximum number of points: 5),
- Detailed needs and justification for specific technical resources (software, informatics, resources, logistic, etc.) (maximum number of points: 5),
- Appropriate management procedures and security controls to avoid any breach of confidential information (maximum number of points: 5).

**4. Quality arrangements - Quality control measure (Maximum number of points: 10 points – Minimum number of points: 5 points)**

The quality arrangements - Quality control measure will be assessed on:

- Applied method to plan, monitor and control the execution of activities (maximum number of points: 5),
- Detailed quality control system applied to the services foreseen in the tender specifications (maximum number of points: 5).

**The result of the technical evaluation is the sum of the number of points obtained as a result of the evaluation of each criterion.**

Tenders that do not reach the respective thresholds 50% for each individual criteria or do not reach 50% of the possible overall score for the technical evaluation (50 points minimum out of the overall total of 100 points) will be rejected and will not be ranked.

**3.5. Award (ranking of tenders)**

Tenders shall be ranked according to the best price-quality ratio in accordance with the formula below:

$$R = \left( \frac{P_{min}}{P} * 100 \right) * 0.40 + Q * 0.60$$

Where:

R	Price-quality ratio
Q	total quality score (out of 100) of tender in question
Pmin	Cheapest price
P	price of tender in question

Should the outcome of the formula lead to two or more tenders with the same result, the tenders with lower price will be ranked higher than the tenders with higher price.

☞ The contract shall be awarded to the tender ranked first, which complies with the minimum requirements specified in the procurement documents and is submitted by a tenderer not subject to restrictive measures, having access to procurement, not in an exclusion situation and fulfilling the selection criteria.

**☞ Detection of abnormally low tenders**

Tenderers must be aware of Point 23 of Annex I to the Financial Regulation on abnormally low tenders and of the possibility for rejection of the tender based on it.

## 4. FORM AND CONTENT OF THE TENDER

### 4.1. Form of the tender: how to submit the tender?

Tenders are to be submitted via the eSubmission application according to the instructions laid down in the Invitation letter and the Quick Guide available at the link below:

[https://wikis.ec.europa.eu/display/FTPportal/Open+procedures\\_EN](https://wikis.ec.europa.eu/display/FTPportal/Open+procedures_EN)

☞ Make sure you prepare and submit your tender in eSubmission early enough to ensure it is received within the deadline indicated under Section 5.1.12 of the contract notice and/or on Funding & Tenders Portal (F&T Portal). <sup>(26)</sup>

### 4.2. Content of the tender: what documents to submit with the tender?

The documents to be submitted with the tender in eSubmission are listed in *Annex 1*.

☞ Tenderers willing to submit tenders for more than one lot need to upload a separate technical and financial tender for each of the lots in which they are interested.

The following requirements apply to the technical and financial tender to be uploaded in eSubmission:

- Technical tender.

The technical tender must provide all the information needed to assess the compliance with Section 1.4 of these specifications and the award criteria. Tenders deviating from the minimum requirements or not covering all the requirements may be rejected on the basis of non-compliance and not evaluated further.

Tenderers are free to choose where the personal data will be processed or stored as long as they comply with the contractual obligations on data processing (Art.I.7.2 and Art. II.9) and, in particular, with the requirements for transfer of personal data to third countries and international organisations laid down in Chapter V of Regulation (EU) 2018/1725 <sup>(27)</sup>.

Tenderers must specify in their technical tender the location where the personal data will be processed and stored only where this location is outside the territory of the European Union or the European Economic Area. If no location is specified in the tender, the *contracting authority* will consider that the personal data will be processed and stored only within the territory of the European Union or the European Economic Area.

- Financial tender.

A complete financial tender, including the breakdown of the price needs to be submitted. For this purpose, the Financial Model in *Annex 6* shall be used.

The financial tender shall be:

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<sup>(26)</sup> <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>

<sup>(27)</sup> Regulation (EU) 2018/1725 of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC, OJ L 295/39, 21.11.2018

- expressed in euros. Tenderers from countries outside the euro zone have to quote their prices in euro. The price quoted may not be revised in line with exchange rate movements. It is for the tenderer to bear the risks or the benefits deriving from any variation.
- quoted free of all duties, taxes and other charges, i.e. also free of VAT.

⚠ The European Union 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 annexed to the Treaty on the Functioning of the European Union. Exemption is granted to the Commission by the governments of the Member States, either through refunds upon presentation of documentary evidence or by direct exemption.

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

### 4.3. Signature policy: how can documents be signed?

Where a document needs to be signed, the signature must be either hand-written or, preferably, a qualified electronic signature (QES) as defined in [Regulation \(EU\) No 910/2014 on electronic identification and trust services for electronic transactions in the internal market \(the eIDAS Regulation\)](#).

Tenderers are strongly encouraged to sign with a QES <sup>(28)</sup> all documents requiring a signature and only exceptionally to sign such documents by hand as hand-written signatures lead to an additional administrative burden for both the tenderer and the contracting authority. The originals of any hand-signed documents (other than the contract) do not need to be submitted to the contracting authority but the tenderer must keep them for a period of five years starting from the notification of the outcome of the procedure or, where the tenderer has been awarded a contract resulting from this call for tenders and the contract has been signed, the payment of the balance.

All documents must be signed by the signatories (when they are individuals) or by their duly authorised representatives.

For the following documents, when signed by representatives, tenderers must provide evidence for the delegation of the authorisation to sign:

- The Declaration on Honour of the tenderer (in case of joint tender – the Declarations on Honour of all group members);
- (in the case of a joint tender) the Agreement/Power(s) of attorney drawn up using the model attached in **Annex 3**.

The delegation of the authorisation to sign on behalf of the signatories (including, in the case of proxy (-ies), the chain of authorisations) must be evidenced by appropriate written evidence (copy of the notice of appointment of the persons authorised to represent the legal entity in signing contracts (together or alone), or a copy of the publication of such appointment if the legislation which applies to signatory requires such publication or a power of attorney). A document that the *contracting authority* can access on a national database free of charge does not need to be submitted if the *contracting authority* is provided with the exact internet link and, if applicable, the necessary identification data to retrieve the document.

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<sup>(28)</sup> See [here](#) how to apply a QES on a document exchanged with a European institution, body or agency.



#### 4.4. Confidentiality of tenders: what information and under what conditions can be disclosed?

Once the *contracting authority* has opened a tender, it becomes its property and shall be treated confidentially, subject to the following:

- (a) For the purposes of evaluating the tender and, if applicable, implementing the contract, performing audits, benchmarking, etc., the *contracting authority* is entitled to make available (any part of) the tender to its staff and the staff of other Union institutions, bodies and agencies, as well to other persons and entities working for the *contracting authority* or cooperating with it, including contractors or subcontractors and their staff provided that they are bound by an obligation of confidentiality.
- (b) After the signature of the award decision tenderers whose tenders were received in accordance with the submission modalities, who are not subject to restrictive measures, have access to procurement, who are not found to be in an exclusion situation referred to in Article 136(1) of the FR, who are not rejected under Article 141 of the FR, whose tenders are not found to be incompliant with the procurement documents, and who make a request in writing will be notified of the name of the tenderer to whom the contract is awarded for the lots for which the tenderer applied the characteristics and relative advantages of the successful tender and its total financial tender amount. The *contracting authority* may decide to withhold certain information that it assesses as being confidential, in particular where its release would prejudice the legitimate commercial interests of economic operators or might distort fair competition between them. Such information may include, without being limited to, confidential aspects of tenders such as unit prices included in the financial tender, technical or trade secrets <sup>(29)</sup>.
- (c) The *contracting authority* may disclose the submitted tender in the context of a request for public access to documents, or in other cases where the applicable law requires its disclosure. Unless there is an overriding public interest in disclosure <sup>(30)</sup>, the *contracting authority* may refuse to provide full access to the submitted tender, redacting the parts (if any) that contain confidential information, the disclosure of which would undermine the protection of commercial interests of the tenderer, including intellectual property.

⚠️ The *contracting authority* will disregard general statements that the whole tender or substantial parts of it contain confidential information. Tenderers need to mark clearly the information they consider confidential and explain why it may not be disclosed. The *contracting authority* reserves the right to make its own assessment of the confidential nature of any information contained in the tender.

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<sup>(29)</sup> For the definition of trade secrets please see Article 2 (1) of DIRECTIVE (EU) 2016/943 on the protection of undisclosed know-how and business information (trade secrets) against their unlawful acquisition, use and disclosure.

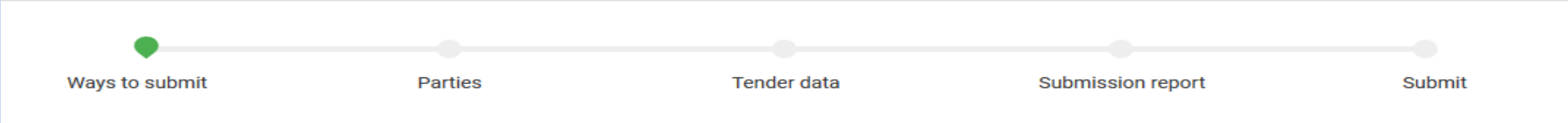
<sup>(30)</sup> See Article 4 (2) of the REGULATION (EC) No 1049/2001 regarding public access to European Parliament, Council and Commission documents.

**5. APPENDIX: LIST OF REFERENCES**

<b><i>Award criteria</i></b>	See Section 3.4
<b><i>Contracting authority</i></b>	See Section 1.1
<b><i>Entities on whose capacities the tenderer relies to fulfil the selection criteria</i></b>	See Section 2.4.3
<b><i>EU Validation services</i></b>	See Section 2.3 <a href="#">EU Grants and Tenders Rules on Legal Entity Validation, LEAR appointment and Financial Capacity assessment</a>
<b><i>Exclusion criteria</i></b>	See Section 3.1
<b><i>Financial Regulation</i></b>	<a href="#">Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union</a>
<b><i>Group leader</i></b>	See Section 2.4.1
<b><i>Group member</i></b>	See Section 2.4.1
<b><i>Identified subcontractors</i></b>	See Section 2.4.2
<b><i>Involved entities</i></b>	See Section 2.4
<b><i>Joint tender</i></b>	See Section 2.4.1
<b><i>Participating entities</i></b>	See Section 1.1
<b><i>Participant Register</i></b>	See Section 2.3 <a href="https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register">https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register</a>
<b><i>Selection criteria</i></b>	See Section 3.2
<b><i>Sole tenderer</i></b>	See Section 2.4
<b><i>Subcontracting/subcontractor</i></b>	See Section 2.4.2
<b><i>Treaties</i></b>	The EU Treaties: <a href="https://europa.eu/european-union/law/treaties_en">https://europa.eu/european-union/law/treaties_en</a>

## **6. ANNEXES**

**ANNEX 1. LIST OF DOCUMENTS TO BE SUBMITTED WITH THE TENDER OR DURING THE PROCEDURE**

Description	Sole tenderer	Joint tender		Identified Subcontractor	Entity on whose capacity is being relied (that is not subcontractor)	When and where to submit the document?	Instructions for uploading in eSubmission (if applicable)	
		Group leader	Group member				How to name the file?	Where to upload?
<p><b>(1) Identification and information about the tenderer.</b>  <i>eSubmission view</i></p> 								
Declaration on Honour on Exclusion and Selection Criteria (see Section 3.1) model in Annex 2. Declaration on Honour on exclusion and selection criteria	☒	☒	☒	☒	☒	With the tender in eSubmission	'Declaration on Honour'	With the concerned entity under 'Parties' → 'Identification of the participant' → 'Attachments' → 'Declaration on Honour'. For entities that are not subcontractors and on whose capacity the tenderer relies to fulfil the selection criteria, the document must be uploaded in the section of the Sole tenderer or Group leader: → 'Identification of the participant' → 'Attachments' → 'Other documents'.

Evidence that the person signing the documents is an authorised representative of the entity <sup>(31)</sup> (see Section 4.3)	☒	☒	☒			With the tender in eSubmission	'Authorisation to sign' documents'.	With the concerned entity under 'Parties' → 'Identification of the participant' → 'Attachments' → 'Other documents'.
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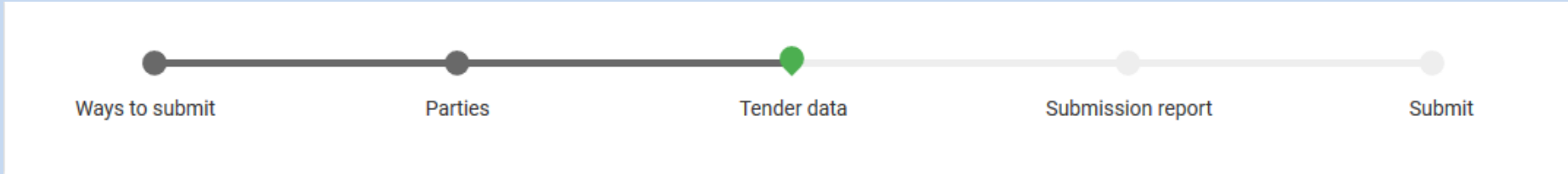
<sup>(31)</sup> A document that the *contracting authority* can access on a national database free of charge does not need to be submitted if the *contracting authority* is provided with the exact internet link and, if applicable, the necessary identification data to retrieve the document.

Agreement/Power of attorney (see Section 2.4.1) <b>model in Annex 3. AGREEMENT / POWER OF ATTORNEY</b>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			With the tender in eSubmission	'Agreement/ Power of attorney'	In the Group leader's section under 'Parties' →'Identification of the participant' →'Attachments'→'Other documents'.
List of identified subcontractors (see Section 2.4.2) model in  Annex 4. List of <u>IDENTIFIED SUBCONTRACTORS</u>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				With the tender in eSubmission	“List of identified subcontractors”	In the Sole tenderer’s or the Group leader's section under 'Parties' →'Identification of the participant' →'Attachments'→'Other documents'.
Commitment letter (see Sections 2.4.2 and 2.4.3)				<input checked="" type="checkbox"/> (model in Annex 5.1)	<input checked="" type="checkbox"/> (model in Annex 5.2)	With the tender in eSubmission	'Commitment letter'	With the concerned entity under 'Parties' →'Identification of the participant' →'Attachments'→'Other documents'.
Evidence of non-exclusion (see Section 3.1)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Tenderers (sole tenderers/all group members in case of a joint tender) must provide the evidence when requested by the contracting authority and, in any event, if a tenderer is successful, before the award of the contract. Subcontractors and entities on whose	n.a.	n.a.

						capacity a tenderer relies to fulfil the selection criteria must provide the evidence only upon request by the contracting authority.		
Evidence of legal existence and status (see Section 2.3)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			Only upon request by <i>the EU Validation services</i> At any time during the procedure In the Participant Register	n.a.	n.a.
Evidence of economic and financial capacity F1 (see Section 3.2.2)	<b>The documents must be provided only by the involved entities which contribute to reaching the minimum capacity level for criterion F1</b>					Only upon request by <i>the EU Validation services</i> At any time during the procedure In the Participant Register	na	na

Evidence of technical and professional capacity (see Section 3.2.3)	<b>The documents must be provided only by the <i>involved entities</i> who contribute to reaching the minimum capacity level for criterion T1, T2, T3, T4, T5</b>	With the tender in eSubmission	CV, list of projects (see the evidences requested in section 3.2.3)	With the Group leader or the sole tenderer under 'Parties' → 'Identification of the participant' → 'Attachments' → 'Technical and professional capacity'.
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(2) Tender data.  
*eSubmission view*



*Failure to upload the following documents in eSubmission will lead to rejection of the tender.*

Technical tender (see Section 4.2)	☒	☒				With the tender in eSubmission	'Technical tender'	Under section 'Tender Data' → 'Technical tender'
Financial tender (see Section 4.2) (model in Annex 6)	☒	☒				With the tender in eSubmission	'Financial tender'	Under 'Tender Data' → 'Financial tender'



**ANNEX 2. DECLARATION ON HONOUR ON EXCLUSION AND SELECTION CRITERIA**

**DECLARATION ON HONOUR  
ON EXCLUSION CRITERIA AND SELECTION CRITERIA**

**Procedure reference number:** ESTAT/2023/OP/0032

**Procedure title:** Provision of services and activities for the implementation of the European Master in Official Statistics

Lot No: *[insert lot number, if any]*

*[Option 1 for legal persons]*

The undersigned *[insert name and surname of the signatory of this form]*, representing the following legal person:

Full official name:

Official legal form

Statutory registration number:

Full official address:

VAT registration number:

Referred to below as **‘the person’**

*[Option 2 for natural persons]*

The undersigned *[insert name and surname of the signatory of this form]*, with ID or passport number *[insert number]*, representing himself or herself:

Referred to below as **‘the person’**

**A - Declaration on honour on exclusion criteria**

The person is not required to fill in this Part A of the declaration (Declaration on honour on exclusion criteria) if the same declaration has already been submitted for the purposes of another award procedure of the same contracting authority <sup>(32)</sup>, provided the situation has not changed, and that the time that has elapsed since the issuing date of the declaration does not exceed one year.

In this case, the signatory declares that the person has already provided the same declaration on exclusion criteria for a previous procedure and confirms that there has been no change in its situation:

<b>Date of the declaration</b>	<b>Full reference to previous procedure</b>
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<sup>(32)</sup> DG EUROSTAT (ESTAT).

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## I – Situations of exclusion concerning the person

(to be filled in by all involved entities <sup>(33)</sup>)

(1) declares that the person is in one of the following situations:	YES	NO
a) it is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended or it is in any analogous situation arising from a similar procedure provided for under Union or national law;	<input type="checkbox"/>	<input type="checkbox"/>
b) it has been established by a final judgement or a final administrative decision that the person is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;	<input type="checkbox"/>	<input type="checkbox"/>
c) it has been established by a final judgement or a final administrative decision that the person is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the person belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:		
(i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility or selection criteria or in the performance of a contract or an agreement;	<input type="checkbox"/>	<input type="checkbox"/>
(ii) entering into agreement with other persons or entities with the aim of distorting competition;	<input type="checkbox"/>	<input type="checkbox"/>
(iii) violating intellectual property rights;	<input type="checkbox"/>	<input type="checkbox"/>
(iv) attempting to influence the decision-making process of the contracting authority during the award procedure;	<input type="checkbox"/>	<input type="checkbox"/>
(v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;	<input type="checkbox"/>	<input type="checkbox"/>
d) it has been established by a final judgement that the person is guilty of any of the following:		
(i) fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;	<input type="checkbox"/>	<input type="checkbox"/>
(ii) corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 or active corruption within the meaning of Article 3 of the Convention on the fight against corruption involving officials of the European Communities or	<input type="checkbox"/>	<input type="checkbox"/>

<sup>(33)</sup> An “involved entity” is each economic operator involved in the request to participate/tender. This includes the following four categories of economic operators:

- ✓ sole candidate/tenderer;
- ✓ group members (including group leader) in case of a joint request to participate/tender;
- ✓ identified subcontractors; and
- ✓ other entities (that are not subcontractors) on whose capacity the candidate/tenderer relies to fulfil the selection criteria.

officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, or conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA, or corruption as defined in other applicable laws;		
(iii) conduct related to a criminal organisation, as referred to in Article 2 of Council Framework Decision 2008/841/JHA;	<input type="checkbox"/>	<input type="checkbox"/>
(iv) money laundering or terrorist financing, within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council;	<input type="checkbox"/>	<input type="checkbox"/>
(v) terrorist offences or offences related to terrorist activities as well as of inciting, aiding, abetting or attempting to commit such offences as defined in Articles 3, 14 and Title III of Directive (EU) 2017/541 of the European Parliament and of the Council of 15 March 2017 on combating terrorism;	<input type="checkbox"/>	<input type="checkbox"/>
(vi) child labour or other offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;	<input type="checkbox"/>	<input type="checkbox"/>
e) it has shown significant deficiencies in complying with the main obligations in the performance of a contract or an agreement financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by a contracting authority, the European Anti-Fraud Office (OLAF) or the Court of Auditors;	<input type="checkbox"/>	<input type="checkbox"/>
f) it has been established by a final judgment or final administrative decision that the person has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;	<input type="checkbox"/>	<input type="checkbox"/>
g) it has been established by a final judgment or final administrative decision that the person has created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration or principal place of business.	<input type="checkbox"/>	<input type="checkbox"/>
h) ( <i>only for legal persons</i> ) it has been established by a final judgment or final administrative decision that the person has been created with the intent referred to in point (g).	<input type="checkbox"/>	<input type="checkbox"/>
(2) declares that, for the situations referred to in points (1) (c) to (1) (h) above, in the absence of a final judgement or a final administrative decision, the person is <sup>(34)</sup> :	YES	NO
i. subject to facts established in the context of audits or investigations carried out by the European Public Prosecutor's Office, the Court of Auditors, or the internal auditor, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;	<input type="checkbox"/>	<input type="checkbox"/>

<sup>(34)</sup> The declaration under this point (2) is voluntary and it cannot have adverse legal effect on the economic operator until the conditions of Article 141(1) (a) FR are met.

ii. subject to non-final judgments or non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;	<input type="checkbox"/>	<input type="checkbox"/>
iii. subject to facts referred to in decisions of entities or persons being entrusted with EU budget implementation tasks;	<input type="checkbox"/>	<input type="checkbox"/>
iv. subject to information transmitted by Member States implementing Union funds;	<input type="checkbox"/>	<input type="checkbox"/>
v. subject to decisions of the Commission relating to the infringement of Union competition law or of a national competent authority relating to the infringement of Union or national competition law;	<input type="checkbox"/>	<input type="checkbox"/>
vi. informed, by any means, that it is subject to an investigation by the European Anti-Fraud office (OLAF): either because it has been given the opportunity to comment on facts concerning it by OLAF, or it has been subject to on-the-spot checks by OLAF in the course of an investigation, or it has been notified of the opening, the closure or of any circumstance related to an investigation of the OLAF concerning it.	<input type="checkbox"/>	<input type="checkbox"/>

**II – Situations of exclusion concerning natural or legal persons with power of representation, decision-making or control over the legal person and beneficial owners**

**Not applicable when ‘the person’ is a natural person, a Member State or a local authority.  
In all other cases to be filled in by all involved entities.**

(3) declares that a natural or legal person who is a member of the administrative, management or supervisory body of the person, or who has powers of representation, decision or control with regard to the person (this covers e.g. company directors, members of management or supervisory bodies, and cases where one natural or legal person holds a majority of shares), or a beneficial owner of the person (as defined by point 6 of Article 3 of Directive (EU) No 2015/849) is in one of the following situations:	YES	NO	N/A
Situation (1)(c) above (grave professional misconduct)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (1)(d) above (fraud, corruption or other criminal offence)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (1)(e) above (significant deficiencies in performance of a contract )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (1)(f) above (irregularity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (1)(g) above (creation of an entity with the intent to circumvent legal obligations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (1)(h) above (person created with the intent to circumvent legal obligations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### III – Situations of exclusion concerning natural or legal persons assuming unlimited liability for the debts of the legal person

***Not applicable when ‘the person’ is a natural person, a Member State, a local authority or legal persons with limited liability. In all other cases to be filled in by all involved entities.***

(4) declares that a natural or legal person that assumes unlimited liability for the debts of the person is in one of the following situations:	YES	NO	N/A
Situation (a) above (bankruptcy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (b) above (breach in payment of taxes or social security contributions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### IV – Other grounds for rejection from this procedure

***(to be filled in individually by the sole candidate/tenderer or all members in case of a joint request to participate/tender)***

(5) declares that the person:	YES	NO
(a) was previously involved in the preparation of the procurement documents used in this award procedure, where this entailed a breach of the principle of equality of treatment including distortion of competition that cannot be remedied otherwise.	<input type="checkbox"/>	<input type="checkbox"/>

### V – Remedial measures

If the person declares one of the situations of exclusion listed above, it may indicate remedial measures it has taken to remedy the exclusion situation, in order to allow the authorising officer to determine whether such measures are sufficient to demonstrate its reliability. This may include e.g. technical, organisational and personnel measures to prevent further occurrence, compensation of damage or payment of fines or of any taxes or social security contributions. The relevant documentary evidence, which illustrates the remedial measures taken, must be provided in annex to this declaration. This does not apply for situations referred in point (1) (d) of this declaration.

### VI–Evidence on exclusion criteria

The tender specifications set out in detail which involved entities must provide the appropriate evidence to prove that they are not in an exclusion situation referred to in (1) and when the evidence needs to be provided.

The following evidence could serve as evidence:

- For situations described in points (1): (a), (c), (d), (f), (g) and (h) above, a recent extract from the judicial record or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of establishment of the person showing that those requirements are satisfied.
- For the situations described in point (1) (a), (b), recent certificates issued by the competent authorities of the the country of establishment. These documents must provide evidence covering all taxes and social security contributions for which the person is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions. Where any document described above is not issued in the country of establishment, it may be

replaced by a sworn statement made before a judicial authority or notary or, failing that, a solemn statement made before an administrative authority or a qualified professional body in its country of establishment.

The person is not required to submit the evidence if it has already been submitted for another award procedure of the same contracting authority <sup>(35)</sup>. The documents must have been issued no more than one year before the date of their request by the contracting authority and must still be valid at that date.

The signatory declares that the person has already provided the documentary evidence for a previous procedure and confirms that there has been no change in its situation:

Document	Full reference to previous procedure
<i>Insert as many lines as necessary.</i>	

The person is not required to submit the evidence if it can be accessed on a national database free of charge.

The signatory declares that the following internet address of the database/identification data provide access to the evidence required.

Internet address of the database	Identification data of the document
<i>Insert as many lines as necessary.</i>	

**B - Declaration on honour on selection criteria**

In case of a procedure with lots the statements in this part B apply to the lot(s) for which the request to participate/tender is submitted.

**I – Selection criteria**

**Selection criteria applicable to the candidate/tenderer as a whole - consolidated assessment**

*(to be filled in ONLY by the sole candidate/tenderer or the group leader in case of a joint request to participate/tender)*

The person, being a sole candidate/tenderer/the group leader of a joint request to participate/tender, submitting a request to participate/tender for the above procedure:

(6) declares that the candidate/tenderer, including all members of the group in case of a joint request to participate/tender, subcontractors and entities on whose capacity the candidate/tenderer intends to rely if applicable:	YES	NO
(a) fulfil(s) all the selection criteria for which a consolidated assessment will be made as provided in the tender specifications.	<input type="checkbox"/>	<input type="checkbox"/>

**II) SELECTION CRITERIA –PROFESSIONAL CONFLICTING INTERESTS**

<sup>(35)</sup> The same EU institution, agency, body or office.

***(to be filled in by all involved entities)***

The person, being a sole candidate/tenderer/ a member of a joint request to participate/tender/a subcontractor, submitting/participating in a request to participate/tender for the above procedure:

(8) declares that the person	YES	NO
(a) is subject to conflicting interests which may negatively affect the contract performance.	<input type="checkbox"/>	<input type="checkbox"/>

**III – EVIDENCE ON SELECTION CRITERIA**

The tender specifications set out in detail what evidence, when, and by which involved entity needs to be provided in order to prove that the candidate/tenderer fulfils the selection criteria.

Where the evidence is not required to be provided with the request to participate/tender, the person is invited to prepare in advance the documents related to the evidence, since the contracting authority may request to provide these within a short deadline.

The person is not required to submit the evidence if it has already been submitted for another procurement procedure of the same contracting authority <sup>(36)</sup> and the documents are still up-to-date.

The signatory declares that the person has already provided the documentary evidence for a previous procedure and confirms that there has been no change in its situation:

Document	Full reference to previous procedure
<i>Insert as many lines as necessary.</i>	

The person is not required to submit the evidence if it can be accessed on a national database free of charge.

The signatory declares that the following internet address of the database/identification data provide access to the evidence required.

Internet address of the database	Identification data of the document
<i>Insert as many lines as necessary.</i>	

**C - Declaration on honour on established debt to the union**

***(to be filled in by the sole candidate/tenderer or each group member in case of a joint request to participate/tender)***

The person, being a sole candidate/tenderer/ a member of a joint request to participate/tender, submitting a request to participate/tender for the above procedure:

(9) declares that the person	YES	NO
(a) has an established debt to the Union, European Atomic Energy	<input type="checkbox"/>	<input type="checkbox"/>

<sup>(36)</sup> DG EUROSTAT (ESTAT).

Community or an executive agency when the latter implements the Union budget.		
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**D - Declaration on honour on submitted tender**

*(to be filled in individually by the sole candidate/ tenderer, or the group leader in case of a joint request to participate/tender)*

In case of a procedure with lots the statements in this part D apply to the lot(s) for which the request to participate/tender is submitted.

(10) declares that the person:	YES	NO
(a) [has prepared the submitted tender] [undertakes to prepare the tender (if invited to submit a tender)] in complete independence and autonomously from the other tenders submitted within the same procurement procedure.	<input type="checkbox"/>	<input type="checkbox"/>

*The person must immediately inform the contracting authority of any changes in the situations as declared.*

*The person may be subject to rejection from this procedure and to administrative sanctions (exclusion or financial penalty) if any of the declarations or information provided as a condition for participating in this procedure prove to be false.*

Full name:

Date:

Signature:

*The declaration is to be signed with:*

**1. Electronic signature (recommended option):**

*In case you have the possibility to sign the declaration using a qualified electronic signature (QES), please have it signed electronically by your authorised representative(s). Please note that only the qualified electronic signature (QES) within the meaning of Regulation (EU) No 910/2014 (eIDAS Regulation) will be accepted.*

*Before sending back your electronically signed document, please check the signature and validity of the certificate with one of the following tools:*

- *DSS Demonstration validation tool available at <https://ec.europa.eu/cefdigital/DSS/webapp-demo/validation> can help you check the validity of a certificate by indicating the number and type of valid signatures in a document.*
- *EU Trusted List Browser can be consulted in order to check whether the electronic signature provider and the trust service it provides are part of European Union Trusted List: <https://esignature.ec.europa.eu/efda/tl-browser/#/screen/home>*



To make sure you use a QES compliant to eIDAS Regulation, you need to check that both the service provider and the qualified certificate generation service used are included in the EU Trusted List Browser.

2. Handwritten signature:

In case you do not have the possibility to sign the declaration using a qualified electronic signature (QES), please fill it in electronically, then print it and have it signed and dated by your authorised representative(s) using a hand-written signature.

**ANNEX 3. AGREEMENT / POWER OF ATTORNEY**

Call for tenders ESTAT/2023/OP/0032- Provision of services and activities for the implementation of the European Master in Official Statistics

**AGREEMENT/POWER OF ATTORNEY**

The undersigned:

– Signatory 1 (Name, Function, Company, Registered address, VAT Number)

– Signatory 2 (Name, Function, Company, Registered address, VAT Number)

having the legal capacity required to act on behalf of the entities they represent ,

HEREBY AGREES TO THE FOLLOWING:

- 1) To submit a joint tender (the tender) as members of a group of tenderers (the group), constituted by **[Insert names of Legal entity 1, Legal entity 2, ... Legal entity N – the name of the group leader must be included here!]** (the group members), and led by **[Insert name of Legal entity 1]** (the group leader), in accordance with the conditions of the procurement documents and the terms of the tender to which this Agreement/Power of attorney is attached.
- 2) If the contracting authority awards a contract resulting from this call for tenders (the contract) to the group on the basis of the tender to which this Agreement/Power of attorney is attached, all group members (including the group leader) shall be considered parties to the contract in accordance with the following conditions:
  - (a) All group members (including the group leader) shall be jointly and severally liable towards the contracting authority for the performance of the contract.
  - (b) All group members (including the group leader) shall comply with the terms and conditions of the contract and ensure the proper delivery of their respective share of the services and/or supplies subject to the contract.
- 3) Payments by the contracting authority related to the services and/or supplies subject to the contract shall be made through the bank account of the group leader indicated in the contract.
- 4) The group members grant to the group leader all the necessary powers to act on their behalf in the submission of the tender and the conclusion of the contract, including:
  - (a) The group leader shall submit the tender on its own behalf and on behalf of the other group members and indicate in the "Contact Person" section in eSubmission the name and e-mail address of an individual as a single point of contact authorised to communicate officially with the contracting authority in connection with the submitted tender on behalf of all group

members, including in connection with all relevant questions, clarification requests, notifications, etc., that may be received during the evaluation, award and until the contract signature.

- (b) The group leader shall sign any contractual documents — including the contract, [specific contracts] and amendments thereto — and shall warrant the submission of any invoices related to the performance of the contract on behalf of all group members.
- (c) The group leader shall act as a single contact point with the contracting authority in the delivery of the services and/or supplies subject to the contract. It shall coordinate the delivery of the services and/or supplies by the group to the contracting authority, and shall see to a proper administration of the contract.

This Agreement/Power of attorney may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same document.

Any modification to the present Agreement/Power of attorney shall be subject to the contracting authority's express approval. This Agreement/Power of attorney shall expire when all the contractual obligations of the group have ceased to exist. The parties cannot terminate it before that date without the contracting authority's consent.

**Name**  
**Function**  
**Name of the legal entity**

**Name**  
**Function**  
**Name of the legal entity**

**signature[s]:** \_\_\_\_\_  
**Done at ....., on .....**

**signature[s]:** \_\_\_\_\_  
**Done at ....., on .....**

**Name**  
**Function**  
**Name of the legal entity**

**Name**  
**Function**  
**Name of the legal entity**

**signature[s]:** \_\_\_\_\_  
**Done at ....., on .....**

**signature[s]:** \_\_\_\_\_  
**Done at ....., on .....**

**ANNEX 4. LIST OF IDENTIFIED SUBCONTRACTORS**

Identification details	Roles/tasks during contract execution	Proportion of subcontracting (% of contract volume)
<i>[Full official name Registered address Statutory registration number VAT registration number]</i>		
<i>[Full official name Registered address Statutory registration number VAT registration number]</i>		
<i>[REPEAT AS MANY TIMES AS THE NUMBER OF IDENTIFIED SUBCONTRACTORS]</i>		
<b>Other subcontractors that do not need to be identified under Section 2.4.2 <sup>(37)</sup></b>		
	<b>TOTAL % of subcontracting</b>	0,00%

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<sup>(37)</sup> For this category of subcontractors, please provide in a general manner their intended roles/tasks during contract execution, as well as the aggregated % of contract volume for all non-identified subcontractors.

**ANNEX 5.1. COMMITMENT LETTER BY AN IDENTIFIED SUBCONTRACTOR**

[Letterhead, if any]

EUROPEAN COMMISSION  
Call for tenders Ref. ESTAT/2023/OP/0032  
Attn:

[Insert date]

Commitment letter by identified subcontractor

I, the undersigned,

Name:

Function:

Company:

Registered address:

VAT Number:

having the legal capacity required to act on behalf of the company [insert name of the entity] hereby confirm that the latter agrees to participate as subcontractor in the tender of [insert name of the tenderer] for the call for tenders ESTAT/2023/OP/0032 – Provision of services and activities for the implementation of the European Master in Official Statistics Lot [insert lot number].

In the event that the tender of the aforementioned tenderer is successful, [insert name of the subcontractor] commits itself to make available the resources necessary for performance of the contract as a subcontractor and to carry out the services that will be subcontracted to it in compliance with the terms of the contract. It further declares that it is not subject to conflicting interests, which may negatively affect the contract performance, and that it accepts the terms of the procurement documents for the above call for tenders, in particular the contractual provisions related to checks and audits.

Done at:

Name:

Function:

Signature:

**ANNEX 5.2. COMMITMENT LETTER BY AN ENTITY ON WHOSE CAPACITIES IS BEING RELIED**

[Letterhead, if any]

EUROPEAN COMMISSION  
Call for tenders Ref. ESTAT/2023/OP/0032  
Attn:

[Insert date]

Commitment letter by an entity on whose capacity is being relied

I, the undersigned,

Name:

Function:

Company:

Registered address:

VAT Number:

having the legal capacity required to act on behalf of the company [insert name of the entity] hereby confirm that the latter authorises the [insert name of the tenderer] to rely on its [financial and economic capacity] [technical and professional capacity] in order to meet the minimum levels required for the call for tenders ESTAT/2023/OP/0032 – Provision of services and activities for the implementation of the European Master in Official Statistics Lot [insert lot number].

In the event that the tender of the aforementioned tenderer is successful, [insert name of the entity] commits itself to make available the resources necessary for performance of the contract. It further declares that it is not subject to conflicting interests, which may negatively affect the contract performance, and that it accepts the terms of the procurement documents for the above call for tenders, in particular the contractual provisions related to checks and audits.

Done at:

Name:

Function:

Signature:

**ANNEX 6. FINANCIAL OFFER FORM**

Annex 6 is published as a separate document.

**ANNEX 7. ADMINISTRATIVE INFORMATION FORM**

**IDENTIFICATION OF THE TENDERER**

Acting in the capacity of (please check the appropriate option):

- Leader of group of economic operators
- Member of group of economic operators
- Single tenderer

**PRIVATE AND PUBLIC ENTITIES**

(To be filled in by each member of the group of economic operators in case of a joint tender)

<b>LEGAL NAME OF ORGANISATION</b>	
<b>COUNTRY OF ESTABLISHMENT OF THE ORGANISATION</b> (please provide the <b>supporting evidence normally acceptable under the law of that country/-ies</b> )	
Are you a Small or Medium Size Enterprise in accordance with Commission Recommendation (2003/361/EC) <sup>(38)</sup> ?	YES <input type="checkbox"/> / NO <input type="checkbox"/>
Please indicate the total number of employees	

<b>PERSON AUTHORISED TO SIGN THE CONTRACT</b>	
Name	
First name	
Function	
<b>SECOND PERSON AUTHORISED TO SIGN THE CONTRACT</b>	
Name	
First name	
Function	
Are they authorised to sign independently of each other?	YES <input type="checkbox"/> / NO <input type="checkbox"/>
Have you enclosed a copy of <b>the notice of appointment</b> of the persons authorised to represent the tenderer in dealings with third parties? <sup>(39)</sup>	YES <input type="checkbox"/> / NO <input type="checkbox"/>

<sup>(38)</sup> [http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition\\_en](http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en)

<sup>(39)</sup> The authorisation to sign (including, in the case of proxy(-ies), the chain of authorisations) must be evidenced by appropriate written evidence (copy of the notice of appointment of the person(s) authorised to represent the legal entity in signing contracts (through a joint or individual

<b>QUALIFIED ELECTRONIC SIGNATURE (QES)</b>	
Do you have the possibility to sign the contract with a QES <sup>(40)</sup>	YES <input type="checkbox"/> / NO <input type="checkbox"/>

<b>CONTACT PERSON</b> (for the tender)	
Name	
First name	
Function	
Telephone	
Fax	
Email address	
Other contact details	

**NATURAL PERSON**

<b>NAME :</b>	
First name	
Function	
Telephone	
Fax	
Email address	
Other contact details	

**BANK DETAILS** (To be filled only by the single tenderer or by the leader/manager of group of economic operators in case of a joint tender)

Could you please indicate the details of the bank account to be used for payments in case of award of the contract (see Art I.7 of the draft contract)

Account holder exact name	
IBAN Account number	
Bank name	

signature), or a copy of the publication of such appointment if the legislation which applies to signatory requires such publication, or a power of attorney). A document that the *contracting authority* can access on a national database free of charge does not need to be submitted if the *contracting authority* is provided with the exact internet link and, if applicable, the necessary identification data to retrieve the document.

<sup>(40)</sup> Please note that only a qualified electronic signature (QES) within the meaning of Regulation (EU) No 910/2014 (eIDAS Regulation) can be accepted



**TYPE OF INVOICE** (To be filled only by the single tenderer or by the leader/manager of group of economic operators in case of a joint tender)

Could you please indicate which type of invoice you envisage to use in case of award the contract (see Art I.5 and in Art II.1 and II.5 of the draft contract)

Paper format	<input type="checkbox"/>
Electronic e-invoicing (via E-PRIOR)	<input type="checkbox"/>

**CONTACT PERSON** (To be filled only by the single tenderer or by the leader/manager of group of economic operators in case of a joint tender)

Could you please indicate the contact details of the person who will officially be responsible for the communication with the *contracting authority* in case of award of the contract (See Art I.8 of the draft contract)

Is this person the same as the contact person for the tender? (Fill the table only if the answer is “No”)	YES <input type="checkbox"/> / NO <input type="checkbox"/>
Name	
First name	
Function	
Telephone	
Fax	
Email address	
Other contact details	

Full name (in capital letters)

Signature: .....

Date: