

Brussels, 12 November 2023

CALL FOR TENDERS

EL*C is launching a call for tenders for services related to the Monitoring of the implementation of the recommendation CM/REC (2010)5 of the committee of ministers to member states on measures to combat discrimination on grounds of sexual orientation or gender identity.

OBJECT OF THE PROCUREMENT PROCEDURE	Service related to the monitoring of the implementation of the recommendation CM/REC (2010)5 of the Committee of Ministers to member states on measures to combat discrimination on grounds of sexual orientation or gender identity.
PROJECTS	
ORGANISATIONS AND BUYING ENTITIES	EL*C – EUROCENTRALASIAN LESBIAN* COMMUNITY HEUMÜHLGASSE 14/1 1040 VIENNA, AUSTRIA
TYPE OF CONTRACT	ONE-OFF CONTRACT
DURATION	UNTIL COMPLETE EXECUTION OF THE OBLIGATIONS OF THE PARTIES
EXPECTED STARTING DATE	1 JANUARY 2024
TENDER NOTICE ISSUANCE DATE	12 NOVEMBER 2023
DEADLINE FOR TENDERING	1 DECEMBER 2023
EMAIL ADDRESS TO SUBMIT THE APPLICATION	info@lesbiangenius.org

THIS TENDER FILE CONTAINS:

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PART I - TERMS OF REFERENCE

FOR A CONSULTANT PERFORMING elaboration of submission on Monitoring of the implementation of the recommendation CM/REC (2010)5 of the committee of ministers to member states on measures to combat discrimination on grounds of sexual orientation or gender identity.

A. DELIVERABLES

The objective of this consultancy is to provide services related to the monitoring of the implementation of the Committee of Ministers' Recommendation CM/REC (2010)5 on measures to combat discrimination on grounds of sexual orientation or gender identity. The consultant will play a key role in gathering information from our member organisations, conducting research, analysing relevant data, and proposing a strategic framework for assessing member states' adherence to the Recommendation and supporting member organisations in engaging with their governments and public authorities.

The consultant will have to:

1. Provide a detailed work plan of the project, including a timeline for the deliverables in line with the proposed timeline of the project.
2. Elaborate, in accordance with EL*C, a plan of engagement of EL*C members with national and local authorities during the review process.
3. Propose a detailed plan for the collection of information on the list of practices and the list of case studies. The detailed plan shall include the methodological approach chosen
4. On the basis of the plan developed under deliverable 2, coordinate and support EL*C members actions toward national and local authorities
5. Define, in accordance with EL*C, the list of practices and the list of case studies from the members.
6. Collect the data on the basis of the data collection plan developed under Deliverable 3.
7. Draft the submission on Monitoring of the implementation of the recommendation CM/REC (2010)5 of the committee of ministers to member states on measures to combat discrimination on grounds of sexual orientation or gender identity.

The proposed timeline for this project is as follow:

Deliverable	Delivery date
Detailed work plan (Deliverable 1)	15 January 2024

Member engagement plan (Deliverable 2)	31 January 2024
Data collection plan (Deliverable 3)	31 January 2024
Support of members actions (Deliverable 4)	from 1 February onwards
List of practices and list of case studies (Deliverable 5)	1 April 2024
Data collection (Deliverable 6)	1 April 2024
Submission (Deliverable 7)	End of May 2024

B. FEE

The Provider, shall send a quote (Pro Forma invoice) and include:

- the Service Provider's name and address;
- its VAT number;
- the full list of services;
- the fee per type of deliverables (in the local currency, tax exclusive);
- the total amount per type of deliverables (in the currency,tax exclusive);
- the quota should specify all costs
- the total amount, tax exclusive, the applicable VAT rate, the amount of VAT and the amount VAT inclusive
- the budget should include all costs related to this consultancy, including for example travel costs.

Should the Provider be willing to further break down its financial offer, it is invited to do so on a separate sheet, attached to the other supporting documents.

C. HOW WILL THIS ONE-OFF CONTRACT WORK?

Once this consultation and the subsequent selection are completed, you will be informed accordingly. Deliverables will then be carried out in compliance with the description of deliverables as provided in the Terms of Reference. The Provider will be responsible for providing any deliverable before the deadline(s) fixed in the Contract.

D. ASSESSMENT

Exclusion criteria

Tenderers shall be excluded from participating in the tender procedure if they:

- have been sentenced by final judgement on one or more of the following charges: participation in a criminal organisation, corruption, fraud, money laundering;
- are in a situation of bankruptcy, liquidation, termination of activity, insolvency or arrangement with creditors or any like situation arising from a procedure of the same kind, or are subject to a procedure of the same kind;
- have received a judgement with res judicata force, finding an offence that affects their professional integrity or serious professional misconduct;

- do not comply with their obligations as regards payment of social security contributions, taxes and dues, according to the statutory provisions of their country of incorporation, establishment or residence;
- are or are likely to be in a situation of conflict of interests;
- have been accused of practising discriminatory or derogatory acts towards the LGBTI community;
- have been accused of human rights violations of any kind;

Eligibility criteria

The consultant shall demonstrate that they fulfil the following criteria (to be assessed on the basis of all supporting documents listed in Section E):

- Demonstrated experience in conducting research on human rights standards, gender equality policies or LGBTI rights at national, European and international levels.
- Experience working on the previous review of the CM Rec 2010(5) at national or European level is an advantage.
- Excellent data analysis skills, especially in analysis of legal text, policy and practices by public authorities.
- Demonstrated intersectional feminist background.
- Volunteer or working experience within the LGBTI movement
- Good understanding of current and past struggles of LGBTI women and non-binary persons.
- Strong organisational, interpersonal, and project management skills.
- Sense of initiative and ability to be self-supporting, including ability to deliver under pressure and within tight deadlines.
- Excellent drafting skills and ability to render complex, technical and/or legal terminology understandable and communicable.
- Excellent English and excellent knowledge of another EU language.
- Good knowledge of additional EU languages is a strong asset.

Award criteria

- Quality of the offer (75%), including:
 - Quality of the proposed technical solutions (60%)
 - Qualification and experience of the staff dedicated to this project (15%)
- Financial offer (25%).

E. DOCUMENTS TO BE PROVIDED

- CV of the consultant detailing past and current professional experience
- The Technical proposal
- The Provider, shall also send a quote (Pro Forma invoice) and including:
 - the Service Provider's name and address;
 - its VAT number;
 - the full list of services;

- the fee per type of deliverables (in the local currency, tax exclusive);
- the total amount per type of deliverables (in the local currency, tax exclusive);
- the total amount, tax exclusive, the applicable VAT rate, the amount of VAT and the amount VAT inclusive
- the budget should include all costs related to this consultancy, including for example travel costs.

All documents should be submitted via e-mail to the following email address: info@lesbiangenius.org by 1 December 2023

All documents shall be submitted in English, failure to do so will result in the exclusion of the tender. If any of the documents listed above are missing, EL*C reserves the right to reject the tender.

PART II – TENDER RULES

FOR THE PROVISION OF SERVICES RELATED TO THE Coordination of actions related to the monitoring of the implementation of the recommendation CM/REC (2010)5

ARTICLE 1 – IDENTIFICATION OF THE CONTRACTING AUTHORITY

1.1 Name and address

EL*C – EUROCENTRALASIAN LESBIAN* COMMUNITY
HEUMÜHLGASSE 14/1

1040 VIENNA, AUSTRIA

1.2 Background

This project related to the Coordination of actions related to the monitoring of the implementation of the recommendation CM/REC (2010)5

Further details on the project are provided in the Terms of Reference.

ARTICLE 2 – VALIDITY OF THE TENDERS

Tenders are valid for 120 calendar days as from the closing date for their submission.

ARTICLE 3 – DURATION OF THE CONTRACT+

The contract is concluded until **31 December 2024** and takes effect as from the date of its signature by both parties. The Deliverables shall be executed in accordance with the time-frame indicated in the Terms of reference.

ARTICLE 4 – CHANGE, ALTERATION AND MODIFICATION OF THE TENDER FILE

Any change in the format, or any alteration or modification of the original tender will cause the immediate rejection of the tender concerned.

ARTICLE 5 – CONTENT OF THE TENDER FILE

The tender file is composed of:

- Technical specifications/Terms of reference;
- Tender rules;

ARTICLE 6 – SUPPLEMENTARY INFORMATION

General information can be found on the website of EL*C – Eurocentralasian Lesbian* Community: <https://lesbiangenius.org/>

Other questions regarding this specific tendering procedure shall be sent at the latest 3 days **before the deadline for submissions of tenders**, in English, and shall be exclusively sent to the following address: info@lesbiangenius.org

ARTICLE 7 – MODALITIES OF THE TENDERING

Only electronic copies shall be sent only to info@lesbiangenius.org. Tenders submitted to another email account will be excluded from the procedure.

ARTICLE 8 – DEADLINE FOR SUBMISSION OF TENDERS

The deadline for the submission of tenders is 1 December 2023 as evidenced by time and date of the sent email.

ARTICLE 9 – ASSESSMENT OF TENDERS

Tenders shall be assessed in accordance with the criteria as detailed in the Terms of Reference.

ARTICLE 10 – NEGOTIATIONS

EL*C reserves the right to hold negotiations with the bidders.

ARTICLE 11 – RESPECTING PROJECT AIMS

The successful bidder shall respect the rights of LGBTI persons and shall respect the project aims of tackling hate crime and discrimination against sexual and gender minorities, and maintain confidentiality throughout the project lifetime.