

Bruxelles, 5 April 2024

CALL FOR TENDERS

EL*C is launching a call for tenders for services related to the Research on the lived realities of LBQ migrants, POC and ethnic/religious minorities.

OBJECT OF THE PROCUREMENT PROCEDURE	RESEARCH ON THE LIVED REALITIES OF LBQ MIGRANTS, POC AND ETHNIC/RELIGIOUS MINORITIES – ROMA LBQ
PROJECTS	INTERSECTIONALITY MATTERS: PROMOTING EQUALITY, PREVENTING AND COMBATING DISCRIMINATIONS AGAINST LBTIQ WOMEN AND NON-BINARY PERSONS
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 MAY 2024
TENDER NOTICE ISSUANCE DATE	5 APRIL 2024
DEADLINE FOR TENDERING	DEADLINE 22 APRIL 2024
EMAIL ADDRESS TO SUBMIT THE APPLICATION	procurement@lesbiangenius.org

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PART I - TERMS OF REFERENCE

FOR A CONSULTANT OR A COMPANY PERFORMING RESEARCH ON THE LIVED REALITIES OF LBQ MIGRANTS, POC AND ETHNIC/RELIGIOUS MINORITIES – BLACK and POC

A. DELIVERABLES

The subject of this procurement is the collection of information on needs and lived experiences of LBQ migrants, POC and ethnic/religious minorities, to analyse the impact of factors, such as gender, sexual orientation and being part of a racialised minority or ethnicity. This project will include the experience of black people, people of colours, Roma people and Central Asian people (especially living in Europe) as well as people othered in their contexts because of racial markers related to religion or ethnicity in addition to their gender and sexual orientation. To ensure a diversity of points of view 3 different tender procedures are conducted, each focusing on different areas/lived experiences and the objectives is to create a team of researchers with complementary skills (henceforth “the team of researchers”).

This tender will focus on the experience of **Roma LBQ women in Western and Eastern Europe**.

The consultant(s) will design a research plan in coordination with EL*C and the team of consultant. The data will be collected, preferring qualitative data collection methods (interviews, focus groups) on topics related to experiences of violence and discrimination in access to political participation, healthcare, housing and employment. The content of the data collection will be defined in consultation with a selected group of representatives of LBQ women with lived experiences of racialisation and with organisation working on the intersections between oppressions related to racism and lesbophobia (“Research Steering Committee”). The consultant will also conduct the qualitative analysis of the data collected and provide support with the drafting of the final research report.

The consultant will have to:

1. Provide a detailed workplan of the project, including a timeline for the deliverables in line with the proposed timeline of the project and considering the need for a continuous coordination with the rest of the research team.
2. Conduct desk research on existing data concerning the specific vulnerabilities of Roma LBQ women.
3. Prepare a detailed data collection plan the suggested outreach and samplings methods.
4. Implement the data collection plan, ensuring that the number of people recruited to participate in the study provide a wide representation and diversity of experiences.
5. Provide an analysis of the data collected in collaboration with the rest of the research team.
6. Support EL*C in the drafting of the research report.

The proposed timeline for this project is as follow:

Deliverable	Delivery date
Detailed workplan (Deliverable 1)	15 May 2024
Desk research (Deliverable 2)	First delivery: End May 2024 Incorporate feedback: Mid June 2024

Detailed data collection plan (Deliverable 3)	Initial draft: End May 2024 Incorporate feedback: Mid-June 2024
Data collection (Deliverable 4)	Across June and July 2024
Data analysis (Deliverable 5)	First round of interview: End August 2024 Second round: End September 2024
Analysis of the data	Mid-October 2024
Support in the drafting of report (Deliverable 7)	October/November 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 judgment 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 judgment 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 practicing 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 fulfill the following criteria (to be assessed on the basis of all supporting documents listed in Section E):

- Demonstrated experience in conducting qualitative data collection and analysis with LGBTQI communities and/or other marginalised communities
- Demonstrated intersectional feminist background
- Good understanding of current and past struggles of LBTI women and non-binary persons
- Good understanding of LBQ migrants, poc and ethnic/religious minorities
- Excellent data analysis skills, especially in qualitative data analysis
- Demonstrated experience in the implementation of qualitative data collection tools
- Strong organizational, 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 English
- Good knowledge of other 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: procurement@lesbiangenius.org by 22 April 2024.

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 reserve the right to reject the tender.

PART II – TENDER RULES

FOR THE PROVISION OF SERVICES RELATED TO RESEARCH ON NEEDS AND LIVED EXPERIENCES LBTIQ GIRLS, YOUNG WOMEN, AND NON-BINARY YOUTH

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

The subject of this procurement is the collection of information on needs and lived experiences of LBQ migrants, POC and ethnic/religious minorities, to analyse the impact of factors, such as gender, sexual orientation and being part of a racialised minority or ethnicity.

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/>

ARTICLE 7 – MODALITIES OF THE TENDERING

Only electronic copies shall be sent only to procurement@lesbiangenius.org Tenders submitted to another e-mail account will be excluded from the procedure.

ARTICLE 8 – DEADLINE FOR SUBMISSION OF TENDERS

The deadline for the submission of tenders is 22 April 2024 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 reserve 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.