

Bruxelles, 30 August 2023

## CALL FOR TENDERS

EL\*C is launching a call for tenders for services related to the research on the representation of lesbians in mass media in Europe and Central Asia through press clippings.

<b>OBJECT OF THE PROCUREMENT PROCEDURE</b>	<b>RESEARCH ON THE REPRESENTATION OF LESBIANS IN MASS MEDIA IN EUROPE AND CENTRAL ASIA THROUGH PRESS CLIPPINGS— ENGAGING WITH THE MEDIA AND PRESS CLIPPINGS</b>
<b>PROJECTS</b>	<b>OBSERVATORY ON LESBOPHOBIA 2023</b>
<b>ORGANISATIONS AND BUYING ENTITIES</b>	<b>EL*C – EUROCENTRALASIAN LESBIAN* COMMUNITY</b> <b>HEUMÜHLGASSE 14/1</b> <b>1040 VIENNA, AUSTRIA</b>
<b>TYPE OF CONTRACT</b>	<b>ONE-OFF CONTRACT</b>
<b>DURATION</b>	<b>UNTIL COMPLETE EXECUTION OF THE OBLIGATIONS OF THE PARTIES</b>
<b>EXPECTED STARTING DATE</b>	<b>30 SEPTEMBER 2023</b>
<b>TENDER NOTICE ISSUANCE DATE</b>	<b>30 AUGUST 2023</b>
<b>DEADLINE FOR TENDERING</b>	<b>15 SEPTEMBER 2023</b>
<b>EMAIL ADDRESS TO SUBMIT THE APPLICATION</b>	<a href="mailto:Info@lesbiangenius.org">Info@lesbiangenius.org</a>

## **THIS TENDER FILE CONTAINS:**

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## **PART I - TERMS OF REFERENCE**

### **FOR A CONSULTANT OR A COMPANY PERFORMING MASS MEDIA ANALYSIS OF PRESS CLIPPINGS**

#### **A. DELIVERABLES**

The subject of this procurement is the analysis of lesbian representation in Europe and Central Asia through analysis of mass media (press clippings). The research will be conducted by considering the provided press clippings sourced by EL\*C through a third party press clipping service with a possibility for additional methods proposed by the consultant(s). This analysis will focus on identifying trends in representation of lesbians, how this representation is done, also how it can be improved.

From the desk research, the researcher(s) will select and examine in depth a collection of press clippings, specifically focusing on the representation of lesbians in the media, starting from the available research on the subject. The aim is to identify instances where such representation is either neutral, positive (empowering) or negative (perpetuates stereotypes and discrimination). In alignment with the research objectives, the researcher(s) will also compile a set of case studies drawn from these press clippings to assess the overall impact of media portrayal on the lesbian community. This analysis will provide insights into the state of lesbian representation in media across the selected range of countries in Europe and Central Asia and media outlets.

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.
2. Desk Research: This analysis aims to shed light on how lesbians are portrayed in mass media and what sort of journalistic practices prevail. The research will also examine available studies on representation of lesbians in the media, also focusing on the aspect of intersectionality of lesbian representation, examining how factors such as race, class, national-cultural differences, gender, etc. impact the media portrayal of lesbians.
3. Define, in accordance with EL\*C, the methodologies of research. Propose a detailed plan for the sampling of information on the list of press clippings (sampling methodology), and methodological approach chosen for analysis (multi-methodological approaches including systematic review and coding of selected press clippings).
4. Implement the sampling plan and develop research question and structure of research.

5. Conduct a mass media analysis on selected press clippings sample (the press clippings will be provided by the EL\*C), with a particular emphasis on the portrayal of lesbians in media.
6. Draft preliminary results report by 15 November 2023.
7. Finalize the research report in time for publication on the 15 December 2023.

The proposed timeline for this project is as follow:

Deliverable	Delivery date
Detailed workplan (Deliverable 1)	10 October 2023
Desk research (Deliverable 2)	20 October 2023
Methodologies of research (Deliverable 3)	20 October 2023
Implementation of sampling methodology to ensure intersectional diversity of representation and development of research question and structure of research (Deliverable 4)	25 October 2023
Preliminary results (Deliverable 5)	15 November 2023
Research report (Deliverable 6)	15 December 2023

#### 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 research on media representation, specifically focusing on gender, sexual orientation, or lesbian representation at national, European, Central Asian and international levels.
- Demonstrated strong skills in media content analysis, particularly in analyzing themes, stereotypes, and representations found in press clippings, articles, or other forms of mass media.
- Demonstrated feminist background, with a focus on how different social and identity categories intersect within media practices.
- Solid understanding of current and historical trends related to lesbian representation in media, as well as awareness of the broader challenges facing LGBTI women and non-binary persons.
- 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 drafting skills and ability to render complex theoretical or methodological concepts understandable and communicable.

- Excellent English and excellent knowledge of another EU language.
- Good knowledge of an 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](mailto:info@lesbiangenius.org) by 15 September 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 reserve the right to reject the tender.

## **PART II – TENDER RULES**

**FOR THE PROVISION OF SERVICES RELATED to RESEARCH ON REPRESENTATION OF LESBIANS IN MASS MEDIA IN EUROPE AND CENTRAL ASIA THROUGH PRESS CLIPPINGS**

### **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 addresses the representation of lesbian women and non-binary persons in the mass media of Europe and Central Asia.

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 2023** 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: [www.lesbiangenius.org](http://www.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](mailto:info@lesbiangenius.org)

### **ARTICLE 7 – MODALITIES OF THE TENDERING**

**Only electronic copies** shall be sent only to [info@lesbiangenius.org](mailto:info@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 15 September 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 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.