

Vienna, 20 May 2022

CALL FOR TENDERS

EL*C is launching a call for tenders for services related to the research on the needs and lived experiences of older LGBTIQ women and non-binary persons.

OBJECT OF THE PROCUREMENT PROCEDURE	SERVICES RELATED TO A RESEARCH ON THE NEEDS AND LIVED EXPERIENCES OF OLDER LGBTIQ WOMEN AND NO-BINARY PERSONS
PROJECT	INTERSECTIONALITY MATTERS: PROMOTING EQUALITY, PREVENTING AND COMBATING DISCRIMINATIONS AGAINST LGBTIQ WOMEN AND NON-BINARY PERSONS
ORGANISATION AND BUYING ENTITY	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	13 JUNE 2022
TENDER NOTICE ISSUANCE DATE	20 MAY 2022
DEADLINE FOR TENDERING	3 JUNE 2022
EMAIL ADDRESS TO SUBMIT THE APPLICATION	info@lesbiangenius.org

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PART I - TERMS OF REFERENCE

FOR A CONSULTANT OR A COMPANY PERFORMING RESEARCH ON THE NEEDS AND LIVED EXPERIENCES OF OLDER LGBTIQ WOMEN AND NON-BINARY PERSONS.

A. DELIVERABLES

The subject of this procurement is the collection of information on needs and challenges and experiences of older LGBTIQ women and non-binary persons, to analyse the impact of factors, such as gender, gender expression, sexual orientation and old age in their lived realities. The research will focus on European Union Member States. The research will focus on socio-economic vulnerabilities for older LGBTIQ women and non-binary persons, especially financial and housing issues following retirement, as well as to barriers in access to healthcare, social care, and long-term care as well as the impact of systematic discrimination on mental health. The research should also aim to focus on good practices as well as individual and collective strategies put in place by older LGBTIQ women and non-binary persons, organisations and institutions to mitigate the effect of systematic discrimination and oppressions in their daily lives.

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. Conduct desk research on existing data concerning the specific vulnerabilities of older LGBTI women and non-binary persons
3. Conduct a mapping exercise and consultation with organisations and institutions working on aging, on older women and older LGBTI people.
4. Define in collaboration with EL*C staff, a detailed plan on data collection in line with the results of the mapping exercise (multi-methodological approach including surveys/field visits/focus groups/interviews). The consultant will take into account the difficulties in reaching out to this population and the need to collect data from a diverse group of people in terms of ethnicity, origins, citizenship and place of residence, migration status and ability.
5. Implement the data collection plan, e.g. by drafting a survey, conducting interviews and/or focus groups. The data collection should be an empowering moment for the participants, not focusing only on challenges, discriminations, and issues but also on achievements, goals, and life lessons.
6. Present the results (final and preliminary) of the research at appropriate venues, including the EL*C Conference.
7. Draft, in collaboration with the EL*C staff, the research report.

The proposed timeline for this project is as follow (please keep in mind that travel might be required depending on the plan on data collection):

Deliverable	Delivery date
Detailed workplan (Deliverable 1)	20 June 2022
Desk research (Deliverable 2)	27 June 2022
Mapping and consultations (Deliverable 3)	27 July 2022
Plan for the data collection (Deliverable 4)	7 August 2022
Data collection (Deliverable 5)	15 August - 15 October 2022
Presentation preliminary results (Deliverable 6)	End of September 2022 (during European Lesbian* Conference)
Report (Deliverable 7)	15 November 2022

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 quantitative and qualitative data collection and research with LGBTQI communities and/or other marginalised communities
- Demonstrated intersectional feminist background
- Good understanding of current and past lesbian struggles and lesbian herstory
- Excellent drafting skills, especially in synthesizing data and results in accessible language
- 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:

info@lesbiangenius.org by 3 June 2022

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 DEVELOPMENT OF THE FREE AND OPEN-SOURCE SOFTWARE FOR DOCUMENTING HATE CRIME AND DISCRIMINATION INCIDENTS AGAINST LGBTI+ PERSONS

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 needs and lived realities of older LGBTI women and non-binary person, analysing in particular the intersecting forms of discrimination, that are related to the combination of factors and influences, such as gender, gender expression, sexual orientation and old age. The research will focus on socio-economic vulnerabilities for older LGBTIQ women and non-binary person, especially financial and housing issues following retirement, as well as to barriers in access to healthcare, social care and long-term care.

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 2022** 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://europeanlesbianconference.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 e-mail account will be excluded from the procedure.

ARTICLE 8 – DEADLINE FOR SUBMISSION OF TENDERS

The deadline for the submission of tenders is 3 June 2022 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.