

Bruxelles, 9 March 2023

CALL FOR TENDERS

EL*C and IGLYO 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	RESEARCH ON NEEDS AND LIVED EXPERIENCES OF LGBTIQ GIRLS, YOUNG WOMEN, AND NON-BINARY YOUTH
PROJECTS	INTERSECTIONALITY MATTERS: PROMOTING EQUALITY, PREVENTING AND COMBATING DISCRIMINATIONS AGAINST LGBTIQ WOMEN AND NON-BINARY PERSONS LGBTIQ WOMEN AND NON-BINARY YOUTH IN SCHOOLS: UNDERSTANDING THEIR LIVE REALITIES AND TACKLING DISCRIMINATION BASED ON SEXUAL ORIENTATION, GENDER IDENTITY, GENDER EXPRESSION AND SEX CHARACTERISTICS
ORGANISATIONS AND BUYING ENTITIES	EL*C – EUROCENTRALASIAN LESBIAN* COMMUNITY HEUMÜHLGASSE 14/1 1040 VIENNA, AUSTRIA IGLYO – THE INTERNATIONAL LGBTQI YOUTH & STUDENT ORGANISATION CHAUSSÉE DE BOONDAEL, 6/10 1050 BRUSSELS
TYPE OF CONTRACT	ONE-OFF CONTRACT
DURATION	UNTIL COMPLETE EXECUTION OF THE OBLIGATIONS OF THE PARTIES
EXPECTED STARTING DATE	1 APRIL 2023
TENDER NOTICE ISSUANCE DATE	9 MARCH 2023
DEADLINE FOR TENDERING	DEADLINE EXTENDED 31 MARCH 2023
EMAIL ADDRESS TO SUBMIT THE APPLICATION	llaria.todde@lesbiangenius.org ru@iglyo.com

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PART I - TERMS OF REFERENCE

FOR A CONSULTANT OR A COMPANY PERFORMING RESEARCH ON THE NEEDS AND LIVED EXPERIENCES OF LGBTIQ GIRLS, YOUNG WOMEN, AND NON-BINARY YOUTH

A. DELIVERABLES

The subject of this procurement is the collection of information on needs and challenges and experiences of LGBTIQ girls, young women, and non-binary youth (aged between 15 and 30 years old), to analyse the impact of factors, such as gender, gender expression, sex characteristics, gender identity sexual orientation and young age in their lived realities. The research is a common projects of IGLYO, the International LGBTQI Youth & Student Organisation and EL*C, the Eurocentralasian Lesbian* Community.

The consultant will design and conduct a European survey to gather the data on the lived experiences of LGBTIQ girls and young women and non-binary youth (in education), experiences concerning violence (domestic violence, gender based violence and hate crime and hate speech), their wellbeing (especially mental health status) and socio-economic status. The content of the online survey will be defined in consultation with a selected group of representatives of organisation working on younger LGBTI women and girl ("Research Steering Committee"). The consultant will also conduct the quantitative analysis of the data collected via the survey and provide support with the drafting of the final research report. The research will focus on European Union Member States.

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 LGBTIQ girls and young women, and non-binary youth.
3. Draft the content of the online survey in line with the results of the desk research and in consultation with the members of the Research Steering Committee. The online survey will be translated into at least 7 EU languages (the translation will be provided by IGLYO and EL*C). The questionnaire shall take into account the upcoming LGBTI Survey III of the Fundamental Rights Agency of the EU and ensure that the data collected is complementary to that included in the FRA Survey.
4. Define a detailed plan for data collection and dissemination of the online survey. The objective is to reach at least 3000 responses from EU Member States. The consultant will take into account the need to collect data from a diverse group of people in terms of ethnicity, origins, citizenship and place of residence, migration status, gender identity and disability.

5. Implement the data collection plan, ensuring that the survey and its translation are put online using an appropriate data collection tool and support in the outreach efforts of IGLYO and EL*C.
6. Create an online tool for the dissemination of the survey data (e.g. data explorer)
7. Support EL*C and IGLYO in the drafting of the research report.

The proposed timeline for this project is as follow:

Deliverable	Delivery date
Detailed workplan (Deliverable 1)	23 April 2023
Desk research (Deliverable 2)	First delivery: End April 2023 Incorporate feedback: Mid May 2023
Draft of the Online survey (Deliverable 3)	Initial draft: End May 2023 Incorporate feedback: Mid June 2023
Plan for the data collection and dissemination of the survey (Deliverable 4)	Initial plan: End May 2023 Incorporate feedback: Mid June 2023
Data collection (Deliverable 5)	Across July 2023
Data analysis (Deliverable 6)	First round: End August 2023 Second round: End September 2023
Data explorer (Deliverable 6)	End August 2023
Support in the drafting of report (Deliverable 7)	September/October 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 quantitative and 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 LBTIQ girls and young women and non-binary youth
- Excellent data analysis skills, especially in quantitative data analysis
- Demonstrated experience in the implementation of quantitative data collection and creation of tools to disseminate such data (e.g. data explorers)
- 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: llaria.todde@lesbiangenius.org and ru@iglyo.com by 31 March 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 and IGLYO 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

AND,

IGLYO – THE INTERNATIONAL LGBTQI YOUTH & STUDENT ORGANISATION

CHAUSSÉE DE BOONDAEL, 6/10

1050 BRUSSELS

1.2 Background

This project addresses the needs and lived realities of younger LGBTIQ women, girls, and non-binary youth (aged 15 to 30), analysing in particular the intersecting forms of discrimination, that are related to the combination of factors and influences, such as gender, gender expression, gender identity, sex characteristics, sexual orientation and old age. The research will focus on the lived experiences of LGBTIQ girls and young women and non-binary youth (in education), experiences concerning violence (domestic violence, gender based violence and hate crime and hate speech), their wellbeing (especially mental health status) and socio-economic status.

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: <https://europeanlesbianconference.org/> and IGLYO <http://iglyo.com>

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: llaria.todde@lesbiangenius.org and ru@iglyo.com

ARTICLE 7 – MODALITIES OF THE TENDERING

Only electronic copies shall be sent only to llaria.todde@lesbiangenius.org and ru@iglyo.com. 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 31 March 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 and IGLYO 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.