

Call for tenders

Terms of reference

ESPON European Research Project

“Overlapping crises (re)shaping the future of regional labour markets”

Technical and administrative

Terms and conditions

ESPON EGTC

06 February 2023

Implementation Framework: The Single Operation within the ESPON 2030 Cooperation Programme implemented by the ESPON EGTC. The ESPON 2030 Monitoring Committee approved the Single Operation on 26 September 2022. The Single Operation is co-financed by the European Regional Development Fund via the ESPON 2030 Cooperation Programme.

This document details both the technical and administrative terms and conditions including its annexes and constitutes the dossier of this call for tenders. Its original is kept in the contracting authority's records and is the only version that is deemed authentic.

Key Information on the Procurement

Title	Overlapping crises (re)shaping the future of regional labour markets
Procedure	EU Open
Contracting authority	ESPON EGTC 11, Avenue John F. Kennedy L-1855 Luxembourg Grand Duchy of Luxembourg
Type of contract	Service contract
Duration	27 months (24 months for contract implementation + 3 months for administrative closure)
Maximum available budget	EUR 600,000 (excluding VAT)
Place of delivery	Luxembourg
Lots	This tender is not divided into lots
Variants	Not permitted
Market access	Participation in this tender is open to all economic operators established in the European Union, the European Economic Area and third countries signatories to international agreements in the field of public procurement by which the EU is bound
Tender submission method	Electronic submission via the Luxembourg Public Procurement Portal (www.pmp.lu)
Deadline for sending requests for information And/or reporting errors, omissions, ambiguities, or discrepancies	10 April 2023 at 12h59 CEST
Deadline for submission of tenders	17 April 2023 at 12h59 CEST

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1 What is to be done? (Purpose of the contract)

The ESPON EGTC is launching an open call for tenders to further build up ESPON's stock of research develop and enhance the European territorial evidence production in the framework of the [ESPON 2030 Cooperation Programme](#). The call for tenders shall result in a European research project being implemented within the framework of the [Thematic Action Plan " Perspective for all people and places"](#).

The objective of this European research project is to deliver high quality research on the future development of regional labour markets. Within this newly proposed research, ESPON sets out to investigate how the future of regional labour markets will look across the ESPON space (programme area), while potential consequences of different macro trends or ripple effects of socio-economic shocks on the labour markets are distributed unevenly and differently at the regional level. The research shall lead to new evidence and data on characterising regional labour markets, bringing new insights on similarities and differences across the ESPON space regarding these territories and concerning their development trajectory.

1.1 Context

The future of work, workers and workplaces is at the focal point of public and policy interest, at all levels – from local to European. The fast-changing pace of the world is constantly pushing policymakers in a new direction, requiring them to provide agile and timely policy measures, as opportunities need to be seized while mitigating rising social risks and improving socio-economic conditions.

This calls for both a clear understanding of existing and future labour market dynamics, as these are characterised by demographic, macro-economic trends and flows. The newly released EC working document¹ paints the following existing picture: *European demographics are characterised by several long-term trends: life expectancy at birth has increased steadily for several decade, while the average number of live births per woman stabilised from 2010 on. In the last 35 years, Europe has been a continent of positive net migration, with more people moving to the EU than leaving it [...]. The demographic composition of the EU labour market has not changed radically in the past few years. The latest data confirm that although more women are participating in the labour market, the gender employment gap remains at 10.8 percentage points in 2021 (with 67.7% of women and 78.5% of men being employed). The unemployment rate for persons aged 15 to 29 also remains worryingly high, at 13% in 2021 for the total in the EU. In addition, the disability employment gap remains at 22.5 percentage points (with 73.1% of people without a disability being employed) and 56% of young Roma (aged 16-24) are not in education, employment or training (compared to an EU average of 11%). All in a context where the EU's working-age population is decreasing.*

Member States are primarily responsible for developing and implementing employment and labour market policies, while supported at the EU level in implementing a common set of goals, through dedicated mechanisms for financial and economic policy coordination (like the European Semester), in the search to create more numerous, quality jobs. The *Commission has proposed new and more ambitious targets in the areas of employment, skills and social protection in order to build a strong social Europe by 2030²: at least 78% of the population aged 20 to 64 should be in employment by 2030; and at least 60% of all*

¹https://commission.europa.eu/system/files/2023-01/the_impact_of_demographic_change_in_a_changing_environment_2023.PDF

² The European employment strategy, dating back to 1997, established a set of common objectives for employment policy and contributed to 'soft coordination' among the Member States through a monitoring process and connected funding instruments. Creating more and better jobs was one of the main goals of the Europe 2020 strategy. Since the turn of the decade, the Commission has proposed new and more ambitious targets [...] in order to build a strong social Europe by 2030. **Objectives:** According to Article 3 TEU, the Union has the duty to aim at full employment and social progress. The horizontal clause in Article 9 TFEU lays down that the objective of a high level of employment must be taken into consideration in the definition and implementation of

adults should participate in training every year³. The path towards achieving these objectives was set in 2017, when the Commission presented the European Pillar of Social Rights (EPSR), setting out 20 key principles and rights to support a renewed process of convergence towards better living and working conditions. These are divided into three categories: (i) equal opportunities and access to the labour market, (ii) fair working conditions, and (iii) social protection and inclusion⁴.

But, if current demographic trends continue, Europe's workforce will be 2 % smaller in 2030 than it is today – while employment rates will increase slightly. The changing age structure of the population in the EU will put pension systems under pressure. According to forecasts, even if the labour market participation of people of working age is on the rise, by 2050, there will be just two people of working age for every person aged 65 or over⁵.

Within a more detailed assessment of EU and national contexts, it is obvious that the regional level heavily influences how well the national objectives (translated from EU targets) are implemented. And this situation will become more difficult in a context where structural drivers of change will be bringing more challenges, but also new opportunities for the European regional labour markets (EESC)⁶.

Labour markets are sensitive systems and are the first to experience the fallout; amidst the efforts and the economic recovery experienced post-2008 crisis, Europe's economy and regional labour markets have been on an ascending trend, as overall employment rates in the EU have been growing and unemployment rates have been falling. But 2019 proved to be a turning point, as the Covid-19 pandemic has changed the global economy, where many trends have been accelerated by the impact of the pandemic, but also bringing significant disruptions to the labour market. The same document cited earlier⁷, states that *the COVID-19 pandemic only had a temporary effect on the European labour market. During the pandemic, the overall employment rate decreased by 1% in 2020 compared with 2019. However, one year later, the 2021, the overall employment rate of people in the EU aged 20-64 was 73.1%, reaching pre-pandemic levels.* But this temporary effect was only contained by the swift and coordinated reaction on all policy levels, with effective financial support.

Nonetheless, 2022 brought a new perspective, and Europe stands now at an important junction, experiencing the combined effects of the lockdowns imposed during the COVID-19 and of the sanctions imposed on Russia, which are bringing financial market disruption, risk of recession, inflation and higher gas, oil and food prices, with raising levels of unemployment rates or labour force shortages (for some specific sectors, at least).⁸ And as *demographic trends typically develop over longer periods, sudden events such as Brexit, the COVID-19 pandemic, and the Russian war of aggression against Ukraine can accelerate or disrupt established patterns. In some cases, such disruptions are transitory, whereas in other cases they can have a lasting impact on demographic change*⁹.

EU policies and activities. Member States and the Union are also tasked with working towards the development of a coordinated strategy, particularly with regard to the promotion of a skilled, trained and adaptable workforce, and labour markets responsive to economic change, as described in Article 145 TFEU. [accessed at: <https://www.europarl.europa.eu/factsheets/en/sheet/54/employment-policy>]. The detailed description can be found at: <https://op.europa.eu/webpub/empl/european-pillar-of-social-rights/en/#chapter2>.

³ <https://www.europarl.europa.eu/factsheets/en/sheet/54/employment-policy>

⁴ <https://www.europarl.europa.eu/factsheets/en/sheet/54/employment-policy>

⁵ [https://www.europarl.europa.eu/RegData/etudes/BRIE/2021/679097/EPRS_BRI\(2021\)679097_EN.pdf](https://www.europarl.europa.eu/RegData/etudes/BRIE/2021/679097/EPRS_BRI(2021)679097_EN.pdf)

⁶ <https://www.eesc.europa.eu/en/policies/policy-areas/employment>

⁷ https://commission.europa.eu/system/files/2023-01/the_impact_of_demographic_change_in_a_changing_environment_2023.PDF

⁸ While the European Union does not import many high-tech goods from Russia, there are areas where Europe is exposed to the fallout of a cut-off of EU-Russia trade, notably in commodities used in global high-tech supply chains that are sourced mainly from Ukraine and Russia or raw materials imported from Russia. Grzegorzczuk, M., Marcus, J.S., Poitiers, N. and P. Weil (2022) 'The decoupling of Russia: European vulnerabilities in the high-tech sector' Bruegel Blog, 12 April [accessed at <https://www.bruegel.org/2022/04/the-decoupling-of-russia-european-vulnerabilities-in-the-high-tech-sector/>]

⁹ https://commission.europa.eu/system/files/2023-01/the_impact_of_demographic_change_in_a_changing_environment_2023.PDF

Simultaneously, in this intricate context, the EU is committed to achieving the objectives of a low-carbon economy, reducing the energetic dependency on fossil fuels. Moving away from the intense usage of fossil fuels or petroleum-based products, in search for a greener and more sustainable future, will impact the regions and the local communities differently. The shift towards more sustainable production and consumption patterns, reorienting flows and value chain production within the European space, in order to mitigate the effects of climate change, is coming with a great socio-economic cost. This cost is doubled by automation, which comes as a strong force shaping the workplace, amplifying the shift toward more knowledge-intensive sectors, such as education, information and communications technology, and human health and social work¹⁰.

Many social impacts of economic transformation hinge on employment and while it is true that specific climate mitigation policies may contribute to social objectives (e.g.: energy poverty mitigating policies), others may have negative social impacts on some segments of the population. Therefore, further research is needed to understand what is the right balance between the actions that relate to the twin transition (digital and environmental), in the current context, and the actions to address any social impacts resulting from them, in the need for a just transition.

The new context that Europe is facing, requires a more in-depth analysis regarding future job losses (for example, in Germany, there are fears of job losses in the automotive industry, in Poland, stopping coal use would involve the closure of mines) and on labour mobility¹¹ (as this has seriously been impacted by Brexit or the flows of Ukrainian immigrants coming in the EU, for instance). Shrinking sectors of the economy often push unemployment rates higher because displaced workers seek employment in unfamiliar sectors. It is not dislocation by itself that makes reemployment difficult; instead, the quality of dislocation as measured by the schooling, experience, and industry-specific skills in declining industries play the most important roles. *The lack of replacement of middle-aged workers having higher labour productivity may also create imbalances in the intergenerational transfers in the economy, which may pose limits to economic growth both at national and regional level*¹².

The future development of regional labour markets will have to respond to changing exogenous and endogenous factors: such as maintaining or enhancing labour force participation, minimising the gender gap, inclusive workplaces, or looking for quality of jobs, reskilling and upskilling, covering the mismatch between employment needs and supply, helping workers and enterprises adjust to change and building and sustaining competencies. It will have to take into account the changing face of all sectors of the economy, given the EC's mission to implement a set of actions to address Europe's strategic dependencies¹³ and shorten the supply-chain distances, the impact of telework/remote jobs, of next-generation manufacturing / emerging and declining industries, improving healthcare delivery (in the new light of more, rapid, and frequent pandemics), or human-machine collaboration, for example.

The potential implications of these effects on the labour markets will be distributed unevenly, between countries but also at the regional level, as the geographic concentration of employment creates a complex pattern. This means, that for some territories, the labour markets could keep their positive dynamic, remaining on an ascending trend (if we look at Europe's main GDP generators, for instance), while for some other territories the negative impact could prove to be severe (like for instance, in shrinking or remote regions). But this does not mean that important shifts (new opportunities or mismatches in the demand/ supply equilibrium) will not be experienced in either of these territories.

Against this policy background, ESPON sets out to investigate how the future of regional labour markets will look across the ESPON space, for that reason that they will be shaped by variate, changing conditions and ripple effects of the shocks, as long-term changes in the demographic structure of the EU population

¹⁰ <https://www.mckinsey.com/featured-insights/future-of-work/the-future-of-work-in-europe>

¹¹ <https://webapi2016.eesc.europa.eu/v1/documents/EEESC-2022-02145-00-01-AC-TRA-EN.docx/content>

¹² <https://www.mckinsey.com/featured-insights/future-of-work/the-future-of-work-in-europe>

¹³ https://ec.europa.eu/commission/presscorner/detail/en/IP_22_1124

will add to the need to reform labour markets.¹⁴ Overcoming labour market mismatches is a key challenge to policymakers and it might require different tailored solutions.

The work done with this new project could be supported by results of the past ESPON projects, like¹⁵:

- the ESPON EMPLOY (2018) project that has provided quantitative and qualitative evidence on employment dynamics within European countries/regions, with a focus on the links between the knowledge economy, new patterns of high skilled (youth) migration flows (within and between countries/regions), and the evolution of socio-spatial disparities.
- the ESPON LOCATE (2018) project which has investigated the territorial dimension of a transition towards a low-carbon economy
- the ESPON YUTRENDS (2020) project that has examined the spatial and temporal effects of the economic crisis on youth unemployment and inactivity in EU regions and explored more generally the situation of youth integration in regional labour markets. The project analysed why some regional youth labour markets have demonstrated comparatively stronger resilience to the economic downturn and why some experienced difficulties in recovering from the crisis.
- the ESPON T4 (2020) project that delved into the understanding of the technological transformation and of its socio-economic impacts.
- the ESPON IRIE (2022) project that provided a new understanding of the interrelations between Europe's economies at the regional level.
- the ESPON TERRCOV (2022) project that analysed, besides the geographical patterns of the Covid-19 pandemic from its onset until as far as possible into 2021, the direct and indirect social consequences of containment measures, including their territorial dimensions.

1.2 Objective

The objective of this European research project is to deliver high quality research and to provide a deeper understanding about emerging patterns for regional labour markets, based on current employment and demographic dynamics, and looking at the potential key trends and main drivers of change as a result of the concurrent effects of different crises. Through observations for the entire ESPON Programme area, this project shall enhance the awareness on the development paths of similar or divergent regional labour markets; it shall assess and map the ripple effects of the overlapping crises on regional labour markets, from labour force demand and mismatches, labour supply and labour force participation, to jobs structure and skills development, and to provide advice on how to improve and tailor timely responses or on how to develop adaptive measures / strategies to overcome possible challenges.

In effect, this project shall contribute to understanding the functional ties between people and places, looking at the future development of regions within a complex context. Given that labour markets are shaped by both local specificities and global trends, the approach shall be twofold:

- (i) Study, understand and assess, from a territorial perspective, the impact of a wide range of (potential) crises, or as a result of implementing EU policies (that are changing the socio-economic, technological and environmental conditions) upon regional labour markets.

¹⁴https://ec.europa.eu/eurostat/statistics-explained/index.php?title=Archive:Europe_2020_indicators_-_employment&oldid=394928

¹⁵ In addition, this service provider may be required to consult the results of different ongoing studies, such as "Cross-border Regional Labour Market Analysis" [accessed at <https://futurium.ec.europa.eu/en/border-focal-point-network/news/open-tender-cross-border-regional-labour-market-analysis>] for a better coordination.

- (ii) Identify and study – with a long- term perspective - the links and the mismatches between the development needs and socio-demographic capabilities that are shaping the future of regional labour markets.

Starting with the analysis of the current situation, the first aim of the study is to build a detailed and comprehensive overview of the demographic dynamics characterising regional labour markets (NUTS 3 level), in the medium-to-long-term perspectives (2030 / 2040 timeframe), as it seems clear that some territories are more likely to experience dramatic shifts, while some others are on a steady path to growth. This requires identifying the main drivers behind the divergent or convergent paths.

The second aim is to analyse the main trends and potential impacts of different EU policies or shocks that are going to affect the future of regional labour markets, and modelling their development within different scenarios, based on the demographic overview. Given the complexity of the research topic, it is important to categorise the types of factors that are likely to act as driving forces in changing the structure of future regional labour markets, skills development and employment both from a temporal perspective and in intensity, and to analyse the territorial dimensions. This is part of a strategic, systematic and anticipative process, that can help labour market actors identify and prepare to meet future needs, avoiding potential gaps between demand and supply or substantial disruptions.

Thus, the project should try and answer the following policy questions:

- Overlaying on the future demographic prospects, what are the main drivers and structural shifts that are redesigning the regional labour markets in the current context? To exemplify, how will the rapid technology changes and automation, (de)globalisation or glocalisation¹⁶, new production models or the rise of the on-demand economy¹⁷ or gig economy¹⁸ reshape their future?
- What would be the impacts of implementing digital and environmental (smart and green transition) objectives or of different shocks (e.g. Covid-19 pandemic, Brexit, war in Ukraine¹⁹, low-carbon economy objectives, circular economies, telework or automation, etc.) on regional labour markets and what is the level of exposure or resilience of European regions accordingly? What are the distributional effects and impacts on the different types of regions (for example, metro areas, sparsely populated areas or remote rural areas)?
- How can national and regional policymakers ensure that regional labour markets are as much as possible open, inclusive and resilient – and enabling the best premises of the working

¹⁶ Glocalisation indicates that the growing importance of continental and global levels is occurring together with the increasing salience of local and regional levels. Tendencies toward homogeneity and centralization appear alongside tendencies toward heterogeneity and decentralization. But the notion of glocalization entails an even more radical change in perspective: it points to the interconnectedness of the global and local levels. Most users of the term assume a two-level system (global and local), citing phenomena such as hybridization as the result of growing interconnectedness. Local spaces are shaped and local identities are created by globalized contacts as well as by local circumstances. Thus, globalization entails neither the end of geography nor declining heterogeneity [accessed at <https://www.britannica.com/topic/glocalization>]

¹⁷ The on-demand economy is defined as the economic activity created by digital marketplaces and technology companies to fulfil consumer demand via immediate access to goods and services. The on-demand economy is also sometimes referred to as the “access economy,” and provides a convenient way to provision goods and services to those who are in the market for them. [accessed at <https://www.linkedin.com/pulse/what-on-demand-economy-aj-brustein>]

¹⁸ gig economy is a labor market that relies heavily on temporary and part-time positions filled by independent contractors and freelancers rather than full-time permanent employees. Gig workers gain flexibility and independence but little or no job security. [accessed at <https://www.investopedia.com/terms/g/gig-economy.asp>]

¹⁹ mentioned in the EESC opinion on Enhancing labour mobility to support economic recovery [accessed at <https://webapi2016.eesc.europa.eu/v1/documents/EESC-2022-02145-00-01-AC-TRA-EN.docx/content>]

society, meaning the conditions for the prosperous future of people and places? How to mitigate rising levels of inequality – of unequal distribution of income and opportunity between different groups in society, in the future labour market?

- How to better implement EU and national policies/objectives at the regional level? How are regional policymakers able to support the implementation of the smart and green objectives, in a just and fair manner – within highly specific contexts where mismatches between labour demand and supply, are more likely to appear?

The geographical coverage of the study shall encompass all EU member countries and partner states participating in the ESPON 2030 Cooperation Programme. Where relevant, feasible and data available, the study shall also cover the United Kingdom and the [EU's Candidate and Potential Candidate countries](#). The analysis shall be done for NUTS 3 level and LAU level, whenever suitable.

1.3 Description of tasks

In pursuit of the objectives and outputs outlined above, the following tasks shall be carried out within the framework of this European research project. Tenderers are requested to describe how they intend to implement the following tasks, to include in their proposal a description of their foreseen organisation and planning, to detail the proposed deliveries and to explain how the necessary resources shall be broken down between the different tasks.

These tasks provide an overall framework foreseen for the delivery of the projective objective and policy questions but can be broken down into sub-tasks or reorganised as the tenderer deems appropriate, consistent with their preferred methodological approach.

1.3.1 Task 1: Consolidate and validate the proposed methodological and conceptual approach for the research

The technical offer should include the detailed methodological and conceptual approach that would be applied. This framework may be further refined and elaborated shortly after the project has been kicked-off, but main concepts and research strategy have to be clearly defined in the technical offer. Explanations should be given on how the project will benefit from the existing research, avoid overlaps and provide clear-added value for **policymaking** as well as in the academic field.

The aim of this task is to consolidate and validate the proposed conceptual and methodological approach of the research. Although it is not limited to the following, the proposal should describe in particular (on the ESPON space and for the 2030 / 2040 timeframe):

- the main trends and their effects on the regional labour markets and skills development that the research will consider;
- approaches to collecting and processing existing datasets: since the research topic is complex, an honest and realistic feasibility assessment is needed in order to perform analysis at a pan-European level; NUTS 3/ LAU level datasets are expected to be used and in addition, a detailed analysis of the available data at the relevant territorial scales shall be performed by identifying what is available, what is missing and detailing tenderer's strategy towards overcoming any obstacles; the service provider is expected to make the best use of the results of the 2021 census, knowing that the datasets will be available at different timeframes within national statistical offices; the access to dataset is crucial and the service provider must take into account data collection efforts, from both more classical sources or unconventional ones, as well as its feasibility in

performing a European scale analysis; this requires providing a thorough explanation of why some particular indicators have been selected and others not;

- methods to be applied for modelling or aggregating data;
- new sets of data and new evidence that the research will allow to create.

Given the complexity of the topic, the service provider is expected to work closely with the ESPON EGTC, as well as validate the main findings through a consultation process with key European institutions (e.g. the EESC, EURES, European Labour Authority, DG EMPL, JRC, Eurofound, etc.), and national, regional and local stakeholders.

Outcomes of the task:

- (1) a report with the defined and validated conceptual and methodological approach** (that shall, at least, address the following: identifying main drivers and trends and their impact on the regional labour markets; analysing and quantifying the impact of these drivers as an extensive list of variables/indicators, and the selection criteria to determine which of them will be used in the modelling stage, an annex with the indicators to be used and their sources, etc.).
- (2) an infographic** depicting the conceptual approach.
- (3) a consultation process** run with key stakeholders, and consequently integrating the results in the research.

The tenderer shall provide details on the nature and format of these deliveries already in the tender.

1.3.2 Task 2: Pan-European systemic analysis and modelling scenarios

As the key outcome of the project, this task shall provide multidimensional evidence, by delving into the data collection process. The analysis of the data and categorisation should produce a detailed overview that should be overlaid on the demographic dynamics, analysing geographic concentration and territorial patterns regarding future regional labour markets and skills development.

The aim of this task is to describe the main trends impacting the future of regional labour markets, looking at the most important drivers and based on the regional dependence on particular economic sectors. The service provider shall use the sets of indicators agreed upon in the first task and measure or capture the specific territorial patterns in order to present a more detailed and nuanced perspective, deepening the understanding, but also enabling a comparative approach, pinpointing common or divergent paths.

Testing the impacts of the different drivers / trends shall be done through a modelling exercise, based on the demographic perspective – in order to identify the skills demand and provision of the (skilled) labour force and the potential development of the regional labour markets in the medium- to long-term, as the population structure can strongly influence territories' ability to withstand – or recover from – an economic shock. Using multiple scenarios, the modelling exercise should also take into consideration job estimates / necessities, labour demand and labour supply, anticipation of occupations, education, qualification, and skills, the active participation of the labour force, labour mobility flows etc., for 2030/2040. The exercise should be scenario-oriented, including refining and recombining variables.

The expected types of analyses - both quantitative and qualitative, while not being exhaustive, should highlight:

- the specificities of regional economies (structure, industry mix, business dynamism, etc.), underlining the specific sector dependencies, attractors, but also innovation capabilities;
- the demographic capabilities, starting from the present situation and taking into consideration the main demographic changes expected for 2030 and 2040;

- the structure of the labour market: participation, structure of employment by different breakdowns (e.g. occupations – by digit level, educational attainment, possibility to combine data on occupations, unemployment, vacancies and job seekers);
- human capital, skills and educational level (participation rates, numbers of students and graduates and their structure by level and field, drop-outs, transition of graduates to labour market); experience and adult education and training levels;
- the overall access to quality jobs and the mobility of the labour force within given regional labour markets (taking into account labour markets catchment areas as well as spatial interactions and flows).
- the main trends expected to affect the regional labour markets for the 2030 and 2040 timeframe.

The service provider shall perform the analysis on selected indicators/variables at the NUTS 3 and at LAU level, when suitable. The data used shall be sound, comparable and reliable. Consultations with the European Commission, the national statistical institutes/registers and/or other national institutions on acquiring comparable and reliable data are needed. A description of challenges to access the data at different levels shall be reported along with a core analysis on the development trends. The service provider must regularly update the ESPON EGTC on the collection efforts and present intermediary results of the analysis. Any hurdles or obstacles should be communicated in due time and accompanied by a strategy / proposal on how to overcome this.

During the analysis, the service provider is required to identify some types of regions that could be further investigated (as part of Task 3), where an asymmetric territorial impact could be assessed by introducing qualitative variables and by directly involving policymakers in the process. Based on an initial proposal of the service provider, the final selection of the territories will be made involving the contracting authority. As a requirement for the preselection stage (task 2), the territories identified should open the opportunity to get a more in-depth understanding on drivers and to help interpret scenarios, as well as to tailor relevant policy recommendations in general and for some specific territorial contexts (activity done as part of Task 3).

Outcomes of the task:

- (1) a report** (with the analysis, describing the baseline, main trends and different scenarios), **accompanied by interactive visualisations** like storymaps, dashboards, infographics (as agreed at a later stage with the ESPON EGTC).
- (2) the database** for regional labour markets at NUTS 3 and LAU level when suitable, populated with the variables and indicators pulled from public and private sources and uploaded within the ESPON portal.
- (3) dynamic and static maps** of every indicator or of the combined variables used in the analysis.
- (4) two types of presentations:** one of a technical nature (presenting methodologies and the analysis) and one general presentation of the results.

The tenderer shall provide details on the nature and format of these deliveries already in the tender.

1.3.3 Task 3: Testing the models / scenarios on particular territories and formulating policy recommendations

This final task is dedicated to (a) refining/testing the results of the analysis on specific territories and (b) drawing relevant conclusions and specific set of policy recommendations. The task is to be implemented through a co-creation process with the interested policymakers, which are to be involved in the (a) testing and refining /adapting some of the scenarios to specific territories and (b) in the validation of the

conclusions of the analysis and in drafting the recommendations. The tenderer is required to propose a strategy on how the co-creation process shall be approached.

Consequently, the task shall be broken down into two sub-tasks as follows:

Sub-task 3.1. Within this step, the service provider is expected to refine/test the results of the analysis done as part of task 2, on some specific types of regional markets / specific territories; this shall be done through a territorial impact assessment, based on the vulnerability concept in which the effects deriving from a particular policy measure/ exposure are combined with the characteristics of a region / territorial sensitivity, that can produce potential territorial impacts. Policymakers are to be involved in the in-depth analysis and in the testing of the scenarios / models, for the specific territories (that have been preselected as part of task 2). The testing / modelling, introducing or recombining indicators or variables (from a qualitative and quantitative perspective), could envisage expected shocks caused by external factors with a high probability to happen or by assessing the impact of implementing different strategical objectives.

Sub-task 3.2. Building on the newly developed knowledge and understanding of territorial patterns and drivers that might shape the regional labour markets for 2030/2040 timeframe, as well as building on the tested scenarios and specific modelling, this sub-task shall highlight the possible implications of the combined effects of shocks and of implementing different EU objectives upon the trajectory of regional development and in relation to the Cohesion Policy²⁰. Based on a quick assessment of the responsiveness of existing employment and labour policies and practices, it is expected that this research shall provide recommendations for European, national and regional policymakers that could take the form of proposals targeting either geographical contexts and situations or sectoral policies, for designing competitive and resilient labour markets, with recommendations for adaptive strategies, bringing a fresh perspective on how policymakers should attempt to shape the future labour market to foster potential benefits or where the size of the opportunity for change is the greatest.

Outcomes of the task:

(1) report (incorporating the results of the testing of the scenarios / models on different territories and the results of the co-creation process with policymakers in elaborating the main conclusions and specific recommendations of the analysis), **accompanied interactive visualisations** like storymaps, dashboards, infographics (as agreed at a later stage with the ESPON EGTC).

(2) the specific database for the testing regions, populated with the variables and indicators pulled from public and private sources; dynamic and static maps of every indicator or of the combined variables, uploaded on the ESPON portal.

(3) a general and interactive presentation of the project results and conclusions.

The tenderer shall provide details on the nature and format of these deliveries already in the tender.

1.4 Expected outputs and deliveries

The following outputs and deliveries shall be provided covering the tasks of the requested service as specified above in section 1.3.

²⁰ [https://www.oecd.org/naec/averting-systemic-collapse/SG-NAEC\(2019\)3_Beyond%20Growth.pdf](https://www.oecd.org/naec/averting-systemic-collapse/SG-NAEC(2019)3_Beyond%20Growth.pdf)

1.4.1 Expected outputs

The main outputs of the service shall be:

- A better understanding of the integrated effects of the crises / implementation of the different EU policy objectives upon regional labour markets, employment and skills anticipation across the ESPON space and the identified diverging or converging trajectories of regions;
- Investigated regional dependence of regional labour markets on particular economic sectors and their future path(s);
- Identified emerging geographic concentrations of employment, accompanied with data and metadata;
- Stock-taking of available data at the relevant territorial scales specific for regional labour markets;
- A set of indicators and variables used to model the development trends that capture specific territorial patterns;
- Structured data and mapping relevant for deepening the understanding on how the regional labour markets look like or will look like in the 2030/2040 timeframe;
- Validated set of conclusions and recommendations (through a co-creation process with policymakers) for designing competitive and resilient labour market, strengthening/improving the ties between people-places-policies;
- Data and interactive maps and graphs resulting from the research and provided in the format compatible with the environment of the ESPON Portal²¹.

1.4.2 Deliveries

The technical offer shall include a description of the format and the content of all deliveries according to the methodological concept the tenderer proposes to implement. The technical offer shall also indicate to which task(s) each delivery is referring to.

The selected service provider is requested to submit at least 4 predefined deliveries, linked to foreseen payments in the contract (3 interim and 1 final payment):

- One inception delivery
- Two progress reports
- One final delivery

The table presented in section 1.5 below indicates the time schedule for these 4 predefined deliveries.

The technical offer shall indicate the time schedule for all other intermediary deliveries proposed by the tenderer.

During the contract implementation, based on the project's progress, risk analysis, stakeholder's inputs and service provider's performance, the contracting authority may request an adaptation of the time schedule and the content of the proposed intermediary deliveries.

²¹ <https://gis-portal.espon.eu/arcgis/apps/sites/#/espon-hub>

1.4.2.1 Predefined deliveries

1. An inception delivery containing at least:

- Report (approximately 30 pages, excluding annexes) including:
 - Description of the conceptual and methodological approach to be applied.
 - Definition of the most important macro-economic forecasts, trends, impacts and drivers of change that will be taken into the research.
 - Overview of the data collection process (including the selected variables/ indicators) and evaluation of validity and reliability of data and data sources to be used. A plan for overcoming potential challenges in relation to data collection and missing data.
 - Conclusions / recommendations and integrated results related to the consultation process (for validating the conceptual and methodological approach) with the key European, national, regional and local stakeholders.
- Work plan presenting the next steps foreseen in the project's implementation, including meetings with selected target groups.
- Description of the format and content of the next intermediary deliveries.

2. A final delivery containing at least:

- Final main report (40 to 80 pages, excluding annexes) including:
 - Consolidated research and descriptive analysis and evidence derived on the most important drivers/trends that will shape regional labour markets.
 - Results of the modelling/ scenarios testing for the development paths of the regional labour markets.
 - Results of the impact assessment analysis/ exercise done with the policymakers: descriptive analysis and showcasing of tested models/scenarios on selected territories.
 - Consolidated conclusions and recommendations, validated within the co-creation process with the policymakers.
- Scientific annexes, detailing the methodology and the research results including: description and showcase of innovative, cutting-edge indicator(s) specific for regional labour markets.
- Presentation of the research results in the format and specific form agreed with the ESPON EGTC²² and – whenever related to maps and other interactive forms of data visualisation - compatible with the environment of the ESPON Portal.
- Data, maps and figures:
 - Source files for the maps and figures (incl. map project/design and vector formats).
 - Shapefiles, geodatabase(s) for all the static and interactive web-maps, dashboards or apps.
 - Data gathered according to the ESPON metadata template, corresponding to the principles of ESPON data strategy and integration of the collected data in the ESPON database, in cooperation with the ESPON EGTC.

²² This involves the concise and easy-to-grasp summary of overall research findings in an analogue or digital format by means of (a non-exhaustive list of forms): policy brief, infographics, dashboard, story map, simple video clip, apps, etc.

3. Two progress reports

In addition to the above, the service provider will be requested to submit two progress reports, corresponding to foreseen interim payments in the contract.

Those brief reports (max. 10 pages) shall provide an overview on the progress of the implementation of the project, highlighting the status of the different tasks and the challenges and risks associated for the good achievement of the research. Furthermore, the reports shall list the meetings held and the intermediate deliveries submitted between the progress reports.

The service provider will receive written feedback from the ESPON EGTC on each mandatory delivery (inception, final and progress reports) including approval or request for revision and/or addressing identified challenges (indicatively within two weeks after receiving them and one month for the final delivery).

1.4.2.2 Intermediary deliveries

In addition to the predefined deliveries, service providers are expected to provide intermediary deliveries. These can take different forms, depending on the profile and content of the requested tasks. Their exact quantity, format and content shall be proposed in the technical offer, then agreed between the ESPON EGTC and the service provider at the kick off meeting. They shall be submitted on a scheduled basis corresponding to the progress of the implementation of the different tasks described above (*see sections 1.3.1 to 1.3.5*).

While leaving freedom to the tenderers to define the intermediary deliveries in their technical offer, the compulsory element of the intermediary deliveries are: the data resource that shall be steadily acquired processed and submitted to the ESPON EGTC, a detailed overview of the data collection process and data structure, and adjustments related to the data strategy when necessary (see dedicated section about data delivery process below).

The service provider will receive feedback from the ESPON EGTC on each delivery.

1.4.2.3 Data delivery process and digital deliveries

Data and data visualisations are an integral part of all the above-mentioned deliveries. When it comes to data deliveries, it is important to document and provide associating metadata and all the data possible that would allow to reproduce the results. It is important to keep the potential reuse of data in mind when collecting and structuring them, therefore, detailed spatiotemporal granularity is important. Visualisations need to be adapted both for static representation in reports as well as interactive web-based content. The project is expected to deliver both static and interactive web-based maps and figures, when relevant also dashboards, applications or similar, suitable for ESPON website and Portal²³.

The delivery of data and (web)maps and/or any other relevant interactive content mentioned above shall be delivered and integrated throughout the implementation of the project as they are completed, finalised and agreed with the ESPON EGTC.

ESPON Portal is built upon a software system for web-based GIS, powering mapping and visualization, analytics, and data management. It is the backbone for creating and running the interactive web-maps, data stories, dashboards and any custom GIS applications the project may propose or what ESPON may request. Hence, all proposed/requested interactive visualisations or solutions must be compatible with the system. Access to the environment can be provided by ESPON.

1.4.3 Common requirements for all deliveries

All deliveries should be delivered in electronic (editable) format and the text – whatever the format of the delivery, as relevant, should have gone through a thorough language check, preferably by an English

²³ <https://gis-portal.espon.eu/arcgis/apps/sites/#/espon-hub>

native speaker. ESPON EGTC will provide the generic templates for the maps, however, the service provider shall adjust the templates if necessary, depending on the geographic extent or the relevant peculiarities.

1.5 Project management

1.5.1 Mandatory meetings foreseen during the contract implementation

The service provider shall ensure participation (at least one team representative) in all mandatory meetings mentioned below. Costs related to these meetings need to be included in the financial offer for this service. No other expenses will be paid by the contracting authority to the service provider.

Most of these meetings are held online. In the case of a physical meeting (up to 4 physical meetings shall be organised during the lifetime of the project), they normally take place at the ESPON EGTC's premises in Luxembourg. However, meetings may also take place at other suitable locations, upon agreement between the service provider and the ESPON EGTC.

Kick-off meeting

It will consist of a general presentation and dialogue regarding the objectives and tasks of the activity. The kick off meeting will also address more precisely the organisation of the project and the plans for the intermediary deliveries. The service provider will receive guidelines on how to use the ESPON portal interface for data delivery and digital deliveries, on how to design the maps in line with the main elements of the ESPON layout, as well as all relevant information concerning the proper application of the ESPON Corporate Identity.

Coordination meetings

Project coordination meetings are organised to discuss the progress on the implementation of the service contract, the deliveries submitted and to provide feedback. They take place on a regular basis (e.g. monthly basis or more frequently if deemed necessary) by a common agreement between the service provider and the ESPON EGTC. Their agenda and duration are agreed in advance. Written minutes are prepared by the service provider to document key decision points and shared with the ESPON EGTC after each meeting.

Steering Committee meetings

Partnership and cooperation are central to the implementation of ESPON European research projects and are prerequisites for ensuring useful results and effective policy uptake. The successful accomplishment of the objectives of this project will be achieved by proactive participation between selected stakeholders, the ESPON EGTC and the service provider at every stage of the implementation.

To allow for a framework that facilitates successful cooperation, a Steering Committee shall be established for the lifetime of this European research project. The main purpose of the Steering Committee is to ensure the involvement and active participation of stakeholders in the implementation and steering of the project and to safeguard the policy relevance of project outputs for the stakeholders.

The goals of the Steering Committee meetings are, as follows:

- To closely follow and advise the implementation of the research, making sure that it meets both research objectives and policy demands,
- To discuss and give feedback to deliveries from the service provider and provide guidance for the subsequent steps of the research and service contract implementation;
- To discuss and agree upon how to deliver - at each stage of the implementation - the results of the research to selected target groups.

The composition of the Steering Committee is defined by the ESPON EGTC and communicated to the service provider. It comprises at least stakeholders of the territories for which case studies are expected, the service provider and the ESPON EGTC. Other external stakeholders (e.g. representatives of the [ESPON Monitoring Committee](#)) and/or relevant organisations may also take part in the Steering Committee.

Indicatively, four steering committee meetings shall be foreseen.

- The first one shall take place ca. 1 month after the kick-off meeting, preferably as a physical meeting.
- The timing and location of the other Steering Committee meetings will be discussed and agreed during the kick-off meeting and may be amended during the project implementation.

1.5.2 Indicative time schedule

The table below presents the indicative time schedule for the predefined deliveries and kick-off and steering committee meetings.

The exact deadlines for the predefined deliveries as well as indicative time schedule for all other intermediary deliveries and for coordination and steering committee meetings will be agreed during the kick-off meeting.

The minutes of the kick-off meeting containing a record of the agreed dates will be signed by the representatives of both the service provider and the ESPON EGTC and will be subject to article 4 - "Performance of the contract and subcontracting" of the service contract.

Meetings	Predefined deliveries	Indicative deadline ²⁴
Kick-off		As soon as possible (and normally within 2 weeks) after the award of the contract
	Inception Delivery	T + 1 months
1st Steering Committee		T + 2 months
	Progress report 1	T + 6 months
2nd Steering Committee		T + 9 months
	Progress report 2	T + 12 months
3rd Steering Committee		T + 15 months
	Final Delivery	T + 22 months
Final Steering Committee		T + 23 months

²⁴ The letter "T" in this table stands for the date of the kick-off meeting. Timeframes are indicative.

1.6 Competences and skills required

The service provider must have proven European/transnational scale research expertise and multidisciplinary experience relevant to contract matter in order to ensure the successful implementation of the service. The competence and experience of the service provider within the fields outlined below shall be clearly demonstrated and documented, as requested in [Sections 3 and 4](#).

- Proven experience in studies addressing territorial development issues, including experience from policy-relevant and comparative analyses, preferably with a European or transnational coverage and including multi-disciplinary approaches.
- At least 3 of the proposed team members of the service provider shall have at least 5 years of experience and academic background in the field of expertise and knowledge related to the analyses from a macro socio-economic perspective / employment and labour markets systems / anticipating and matching skills and jobs, preferably within a pan-European context.
- Advanced GIS and web-based GIS, and data visualisation skills (QGIS, ArcGIS or equivalent) to carry out the necessary analytical work on the data resource, configure ESPON mapping templates when necessary, and present the research results in the digital format both in static and interactive manner by means of the forms agreed with the ESPON EGTC (e.g. maps, figures, webmaps, dashboards, story maps, infographics, simple video clips, apps, etc).
- Advanced data management, data quality checking, statistics, statistical programming skills (R, Python or equivalent). ESPON emphasises the importance of data quality, and highlights the complexity of data sourcing, harmonisation, data gap filling, especially when dealing with innovative, non-conventional or multitude of sources.
- At least 2 of the proposed team of experts shall have at least 5 years of experience and academic background in the fields of computer science, data collection and management, data quality check, web-based GIS and statistics.
- At least 1 member with a communication/journalistic background and experience in visualising and presenting research findings in an easy-to-grasp way.
- Team members shall demonstrate a very good linguistic ability to draft and communicate research findings in high-quality English.

2 Conditions of execution of the contract

2.1 Contractual framework

By order of priority, the conditions of performance of the contract are governed by:

1. These Terms of reference with all its appendices and annexes
2. The draft model service contract
3. The contract notice
4. All responses and corrections provided during the tendering process
5. The successful tenderer's tender with all its annexes as accepted by the ESPON EGTC

These documents constitute the complete procurement documents for this call for tenders. However, Economic operators are invited to regularly check the Luxembourg Public Procurement Portal website where any additional information or clarifications concerning this procedure will be made available.

The contract shall be concluded by the signature of the contracting authority on the service contract.

By submitting a tender, tenderers accept in full all the clauses of the Terms of reference and its annexes. Under no circumstances, and under penalty of exclusion, is the tenderer permitted to modify the Terms of reference or any of its annexes. The application of the tenderers' general or special conditions is excluded.

2.2 Duration of the contract

The contract is expected to be signed in the first half of 2023 and shall have a duration of 27 months, 24 months for the implementation of the service contract and 3 months for the administrative closure.

The contract duration may be extended in case of modification of the contract (c.f. §2.10).

2.3 Lots

The contract consists of one single lot.

The nature of the services to be provided within the context of this tender does not justify the need to split the market.

2.4 Variants

Variants are not accepted.

2.5 Available budget

The maximum available budget for this contract is **EUR 600,000.00 (six hundred thousand Euros)**, EXCLUSIVE of VAT but inclusive of all other taxes, disbursements, travel, accommodation and delivery costs.

2.6 Main terms for invoicing and payments

Payments will be executed only if the selected service provider has fulfilled all its contractual obligations by the date on which the invoice is submitted. Payment requests may not be made if payments for previous periods have not been executed as a result of default or negligence on the part of the service provider.

The payments to the service provider will be made as follows:

- Three interim payments for service provisions related to the predefined deliveries n°1, 2 and 3 shall be admissible. These interim payments shall amount to respectively a maximum of 30%, 20% and 30% of the total contracted value, excluding VAT.

Interim payments will be processed upon submission of related invoices and after formal approval of the relevant contractual obligations by the contracting authority.

- One final payment of the balance of the contract value will be processed once all requested deliveries have been approved by the contracting authority, accompanied by the relevant invoice.

The payment will be made by bank transfer within 30 days after the approval of the deliveries and the presentation of the invoice.

ELECTRONIC INVOICES

Please note that by the time of the contract implementation all companies must issue and transmit electronic invoices complying with:

- the latest European standard; and
- one of the following 2 formats:
 - XML UBL (Universal Business Language), as defined by ISO/IEC 19845:2015, and maintained by the non-profit organisation OASIS Open;
 - XML UN/CEFACT CII (Cross Industry Invoice), developed by UN/CEFACT based on the XML 16B (SCRDM — CII) schemas

Use of the Peppol²⁵ network

Tendering authorities and entities **must use the Peppol** (Pan-European Public Procurement OnLine) network to automatically receive electronic invoices. The network can also be used to automatically issue and send electronic invoices.

Economic operators have a **range of options** in order to be able to issue and send compliant electronic invoices through Peppol:

- renting a Peppol access point from one of the numerous specialist service providers²⁶ already active in this field;
- establishing their own Peppol access point: for organisations of a certain size which have:
 - their own, experienced IT department; and
 - sufficient resources;
- using one of the invoicing and accounting tools (ERP software) that offers Peppol invoicing by default.

2.7 Applicable Language

Pursuant to Article 10 of ESPON EGTC' statutes, the official language of ESPON EGTC is English. Therefore, the tender, all oral and written communication, all activities during the execution of the contract, as well as all services delivered must be in English language.

2.8 Ownership of results

Unless otherwise provided in the present service contract and its annexes, ownership, title, industrial and intellectual property rights resulting from the operation, results, reports and other documents related to the implementation of the present service contract shall be solely owned by the ESPON EGTC.

²⁵ <https://peppol.eu/what-is-peppol/>

²⁶ <https://peppol.eu/who-is-who/peppol-certified-aps/>

They may use, publish, assign or transfer them as they see fit, without limitation, except where industrial or intellectual property rights exist prior to the service contract related to this tender.

Notwithstanding the provisions of the previous paragraph, the service provider and the ESPON EGTC shall find individual arrangements in cases where the intellectual property rights already exist and are owned by third parties.

The service provider acting in its own name and potentially on behalf of joint tenderers or subcontractors, will not invoke any intellectual property rights, including copyrights and sui generis database rights, in relation to his contribution to the ESPON database.

Any commercial use of the results by the service provider (or, if relevant, by any of the joint tenderers or subcontractors) is prohibited.

2.9 Data protection

Regarding the processing of personal data by ESPON and in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), please consult the legal notice in the ESPON's website:

<https://www.espon.eu/legal-notice>

2.10 Modification of the contract during its term

A modification of the contract may be requested by the ESPON EGTC to the contractor when it becomes necessary during the contract's implementation. This modification shall be done in accordance with article 43 of the Luxembourg Law on Public Procurement of the 8th of April 2018.

3 General Information on the procedure

3.1 Communication and Portal

Written communication and submissions may only take place through the Portal under requirement of Luxembourg Law. This is the online platform for public tenders in the Grand Duchy of Luxembourg (<https://pmp.b2g.etat.lu>). Publication on Tenders Electronic Daily (TED) also takes place through the Portal.

As the Portal is currently available in French language only, notifications to economic operators may be sent in French, but **the message content will always be in English language**. Economic operators are advised to regularly check their spam folders.

Any economic operator using the Portal is deemed to have read and accepted the provisions and conditions of the terms of use of the Portal as laid down by the Ministerial Decree of 18 January 2021²⁷.

3.2 Acceptance of the Terms of reference

By submitting a tender, the economic operator acknowledges that it has gathered all the information required to draft a valid tender, i.e., that it was able to acquaint itself with the challenges and specific features of the services to perform or deliver and has taken them into account in drafting its tender to participate in the Call for tenders.

3.3 Request for information

Tenderers are advised to consult the Frequently Asked Questions available on the ESPON website at the following link: <https://www.espon.eu/participate/calls/faq>

Any request for information shall be sent via the Portal at the latest by the date indicated in "Key information on the Procurement Procedure" section of the present Terms of reference. All economic operators will be answered simultaneously via the Luxembourgish Public Procurement Portal. As the Portal is currently available in French language only, notifications to the tenderers may be sent in French, but the message will always be in English language. Tenderers are advised to regularly check their spam folders.

Any request for information must be made in writing to the Luxembourgish Public Procurement Portal (www.pmp.lu) via the link provided in the contract notice.

Eventually, questions can be addressed by e-mail to: tenders@espon.eu.

Reporting of errors, omissions, ambiguities, or discrepancies

Any errors, omissions, ambiguities, or inconsistencies in the Terms of reference shall be reported to the contracting authority via the Luxembourgish Public Procurement Portal within the time limit indicated in "Key information on the Procurement Procedure" section of the present Terms of reference.

Any clarifications, rectifications or modifications provided in application of the preceding paragraph will be published exclusively via the Luxembourgish Public Procurement Portal.

In this context, a proactive approach is expected from the tenderers.

A behaviour of accepting the clauses of the Terms of reference by submitting a tender without any notification pursuant to the present clause, whilst raising subsequently possible ambiguities, inaccuracies, unlawfulness, or other irregularities of the Terms of reference in the context of a review

²⁷ [Règlement ministériel du 18 janvier 2021 instituant les conditions d'utilisation du portail des marchés publics. - Legilux](#)

procedure shall be considered as an inconsistent and contradictory attitude being contrary to the principle of good faith. In that event, tenderers are inadmissible to challenge the substance of the rights and obligations arising out of the Terms of reference.

3.4 Who can submit a tender? (Individual contractor, joint tender and/or subcontracting)

Economic operators may submit its tenders as a sole contractor, as joint partners or as a natural person acting on his/her own behalf.

Each tender shall include the duly completed European Single Procurement Document(s) (ESPD) (see Annex A).

Common **mistakes in filling in the ESPD**, as observed in previous calls, are as follows:

- To leave in blank the insured amount of professional risk indemnity (section IV.5) without specifying the amount or at least indicating “not applicable” together with the justification (i.e. excepted public entity, a certain legal provision, etc.)
- Not to indicate the proportion the economic operator intends to subcontract (section IV.10), even if the economic operator declared his intention to subcontract in a previous section of the ESPD (Section II.D)
- To indicate the same number for average annual manpower as for annual managerial staff, which is inconsistent (section IV.C.8)
- Not to sign or date the concluding statement (Part VI)
- To include the wrong procurement title

3.4.1 Joint tender

A **joint tender** is a situation where a tender is submitted by a group of economic operators (natural and/or legal persons). Joint tenders may include subcontractors in addition to the members of the group. Joint tenders will be treated in the same way as any other type of tender, each will be assessed for their own merits in relation to the criteria and the evaluation procedure set out in these terms of reference.

1) Liability

In case of a joint tender, the designated duly authorized representative of the consortium or the representative of the legal entity will be the sole contractor and will hold the sole liability towards the contracting authority for the implementation of the contract.

2) Form of the joint tender

If a joint tender is proposed by the tenderer with one or several partners and the organisation has already set up a consortium or a legal entity, this fact should be mentioned in the field “*is the economic operator participating in the procurement procedure together with others?*” (included in **Part II**, “information concerning the economic operator”, **section A** of the ESPD (Annex A), together with any other relevant information in this context.

If this step has not yet been taken, the tenderer should be aware that if the contract is awarded, the contracting authority will require giving a legal status to the collaboration before the contract is signed.

This collaboration can take the form of:

- an entity with legal personality recognised by EU Member States and ESPON Partner States (i.e. Iceland, Liechtenstein, Norway, and Switzerland);
- Or, given the nature and scope of the contract and the principle of sound financial management of public funds under which ESPON EGTC conducts its procurement procedures, the contracting authority requires **signature by all the partners of a “power of attorney”** to the designated duly authorized representative of the consortium. The power of attorney should designate contracting rights and sole liability of one of the partners in the consortium towards the contracting authority and any other relevant right. The duly authorized representative of the consortium and its partners will be responsible for organizing internal partnership relations concerning the liability among each other.

If a **joint tender** is submitted, the **ESPD (Annex A) with all required information (i.e. duly completed Parts II, III, IV and VI) must be provided by each partner**. Missing documents may lead to the exclusion and/or to the non-selection of the tender.

Also, in case of a joint tender, each economic operator must indicate its **share of the contract in the Annex D**.

Please note that in case of a joint tender where an economic operator relies on the capacities of another to meet the selection criteria: the tenderer may need to provide relevant information (included in **Part II** “information concerning the operator”, **section C** “Information about reliance on the capacities of other entities” of the ESPD).

In this respect, the tender evaluation detailed in section 4 below for joint tenders will be made in relation to the **combined** capacities of the economic operators in relation to the requirements laid down in these ToR.

3.4.2 Subcontracting

Subcontracting is defined as the situation where a contractor assigns part of the obligations and tasks under a contract to another party known as a subcontractor. Subcontracting can be either structural or punctual.

In case of subcontracting, the ESPON EGTC does not have a direct contractual link with the subcontractor(s). The lead contractor will remain solely and fully responsible for the delivery of all products and services under the contract.

Accordingly, the contracting authority will treat all contractual matters (e.g. payment) exclusively with the main contractor, regardless whether the tasks are performed by a subcontractor or not. Under no circumstances, the main contractor can avoid liability towards the contracting authority on the grounds that the subcontractor is at fault.

During the contract execution, the change of any subcontractor contributing to the technical performance of the contract and identified in the tender will be subject to prior written approval of the contracting authority.

Please note that in case of a submission of a tender with subcontracting, the contracting authority requires the lead tenderer to indicate the subcontractors and their share of the contract in **Part IV: Selection Criteria, (C): Technical and professional ability, (10) The economic operator intends possibly to subcontract the following proportion (i.e., percentage) of the contract**, of the ESPD (Annex A).

As for the nature of subcontractors, there are two options:

1) Structural subcontracting

Structural subcontractors are those **on whose capacity the tenderer relies** (i.e., subcontractors providing key experts).

Such subcontractors should be identified in the field **Part II: Information concerning the economic operator, A: Information about the economic operator**, field *“is the economic operator participating in the procurement procedure together with others?”* of the ESPD (Annex A), together with any other relevant information in this context.

The tenderer should **answer “yes”** in the field *“does the economic operator rely on the capacities of other entities in order to meet the selection criteria set out under Part IV below?”* in **Part II: Information concerning the economic operator, C: Information about reliance on the capacities of other entities** of the ESPD (Annex A).

These subcontractors must provide a complete ESPD (Annex A) with all required information (i.e., duly completed Parts **II, III, IV and VI**).

Missing documents may lead to rejection of the tender.

2) Punctual subcontracting

Punctual subcontracting are those subcontractors **on whose capacity the tenderer does not rely**:

Such subcontractors should be identified in the field *“Does the economic operator intent to subcontract any share of the contract to third parties?”* included in **Part II: Information concerning the economic operator, D: Information concerning subcontractors on whose capacity the economic operator does not rely on** of the ESPD (Annex A).

These subcontractors must provide a duly completed ESPD comprising **Parts II, III and VI**.

Missing documents may lead to rejection of the tender.

Please note that such subcontractors will **not** be considered when assessing the selection criteria (see Section 4.3 below).

3) Tenders involving subcontracting shall be assessed as follows:

1. The **exclusion criteria** will be assessed individually in relation to the tenderer and to each subcontractor.
2. The **selection criteria** will be assessed in relation to the tenderer and possible subcontractors as a whole.
3. The **award criteria** will be assessed in relation to the tender.

3.4.3 Participation

Participation in this Call for tenders is open to all economic operators established in the European Union, the European Economic Area and third countries signatories to international agreements in the field of public procurement by which the EU is bound.

3.5 Submission of offers and deadline

All tenders must be submitted electronically and in English language **at the latest by**

17/04/2023 at 12h59 CEST.

Tenders must be submitted electronically. All tenders sent by other means (e.g. paper versions or electronic versions submitted by e-mail) will be automatically rejected.

In case you experience any technical issue when submitting your offer or with the electronic signature, please notice that the PMP helpdesk working hours are 9:00-11:30 14:00-17:00.

The submission of a tender is made according to the provisions of the national (Luxembourg) modified Regulation of the 27th of August 2013 on the use of electronic means in public procurement procedures²⁸ and it is done via the Luxembourg Portal of Public Procurement (PMP, www.pmp.lu). Please note that the PMP is currently only available in French language. A user guide in English language on the Luxembourgish Public Procurement Portal is available here: <https://www.espon.eu/participate/calls/faq>.

In order to submit a tender, the economic operators need to:

a) Create an account on the Luxembourg portal of public procurements (PMP)

The economic operators must create an Enterprise account in the PMP – www.pmp.lu

The configuration and internet browsers recommended according to the PMP can be found on the PMP website²⁹:

To create an account in the PMP, (www.pmp.lu) the economic operators have 3 options:

1. By the creation of a username/password to login
2. Registration by using a LUXTRUST product
3. Registration via Luxembourg ID or eIDAS³⁰

If the economic operator opts for options 2. or 3., the authentication procedure can be made by using a LUXTRUST product (smart card or signing stick, issued by the Luxembourg relevant authorities), or with a recognised eID card.

The procedure to obtain a LUXTRUST product is described at the following website: <https://www.luxtrust.lu/>.

Please note for the economic operators outside Luxembourg that the procedure to obtain a LUXTRUST product can be longer (**approximately 4 weeks**). Information regarding the procedure can be found at the following link <https://www.luxtrust.lu/en/simple/206>.

b) Submit the electronic tender

The tender can be submitted as PDF, Word and Excel files.

²⁸ (Règlement grand-ducal du 27 août 2013 relatif à l'utilisation des moyens électroniques dans les procédures des marchés publics modifiant le règlement grand-ducal modifié du 3 août 2009 portant exécution de la loi du 25 juin 2009 sur les marchés publics et portant modification du seuil prévu à l'article 106 point 10° de la loi communale du 13 décembre 1988).

²⁹ <https://pmp.b2g.etat.lu/?page=commun.PrerequisTechniques&calledFrom=entreprise>

³⁰ <https://ec.europa.eu/digital-building-blocks/wikis/display/EIDCOMMUNITY/Overview+of+pre-notified+and+notified+eID+schemes+under+eIDAS>

Tenders submitted electronically must also be electronically signed by the economic operator, respectively by his representative, through an electronic signature as foreseen by the modified Luxembourg Law modified of the 14th of August 2000 on electronic trade³¹.

The electronic signature to be used can be a LuxTrust or any other qualified certificates of the Trusted List of EU Commission (<https://webgate.ec.europa.eu/tl-browser/#/>). The Luxembourg Portal of Public Procurement allows for economic operators to test if their electronic signature is valid and can be used to submit a tender at the following address:

<https://pmp.b2g.etat.lu/index.php?page=commun.VerifierSignature&callFrom=entreprise>

Economic operators must electronically sign their tender:

- Either by electronically signing, at least, the ESPD of the consortium leader;
- Or by electronically signing the whole tender directly via the Luxembourg Public Procurement Portal which offers that option at the moment of submission.

If an economic operator does not have a valid electronic signature certificate, he/she will need to request one from the authorised institutions. The procedure to obtain an electronic signature certificate can take some time.

The tenders must be submitted at the latest by the deadline indicated in the present terms of reference.

The electronic submission of tenders leads to an acknowledgment of receipt, issued automatically by the PMP, which states the date and hour of submission. Any tenders that may be submitted or for which the acknowledgement of receipt may be issued after the above-mentioned deadline will not be considered.

3.6 Content of the offer (administrative - technical offer and financial offer)

A tender **must** be duly signed by the tenderer or its duly authorised representative and **must** be composed of the following three files:

- 1) File 1 – Administrative part
- 2) File 2 – Technical Offer
- 3) File 3 – Financial Offer

Tenderers are requested to structure their tender and submit the requested documentation as presented in the table below which serves both as a table of content and a checklist for documents to be submitted.

FILE n°1 – ADMINISTRATIVE PART

Please include your documents in the following order, as relevant and per partner/subcontractor:

³¹ <http://data.legilux.public.lu/eli/etat/leg/loi/2000/08/14/n8/jo>

N°	Document	Refer to Section of ToR and/or Annex	Single tenderer or Main tenderer in a joint tender	Other partners in a joint tender	Sub-contractor (see Section 3.4.2)
Section 1 General					
1.	a. Annex A - European Single Procurement Document (ESPD) two versions: - One copy duly electronic signed - One copy duly filled in excel format	Section 3.4 & Annex A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2.	b. Annex E - List team members and economic operators	Annex E	<input checked="" type="checkbox"/>		
3.	<i>Only if applicable:</i> If you intend to employ or contract the services of previous ESPON EGTC staff for this tender, please add a note justifying how their involvement in preparing this procurement procedure is not capable of distorting competition.	n/a (no template provided)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<p>FILE n°2 – TECHNICAL OFFER (approximately 30 pages excluding annexes)</p> <p>Please include your documents in the following order, as relevant:</p> <p>The technical offer must cover all aspects and tasks required in the technical specification and provide all the information needed to facilitate the subsequent evaluation of tenders against the technical award criteria (see Section 4). Offers deviating from the requirements or not meeting all requirements may be excluded on the basis of non-conformity with the terms of reference and will not be evaluated. The contracting authority will <u>reject</u> tenders where no technical offer is included.</p>					
N°	Document/Chapters	Refer to Section of ToR and/or Annex	Single tenderer or Main tenderer in a joint tender	Other partners in a joint tender	Sub-contractor
1	<ul style="list-style-type: none"> A description (approximately 5 pages) of the concept for addressing the research and the policy needs and description of how objectives will be achieved. 	Section 1	<input checked="" type="checkbox"/>	n/a	n/a
2	<p>A description (approximately 20 pages) of the specific approaches and methods to be applied, the rationale behind, the sources and data to be used and the deliveries.</p> <ul style="list-style-type: none"> Outline and describe the conceptual and methodological framework to be applied for each task. 	Section 1	<input checked="" type="checkbox"/>	n/a	n/a

	<ul style="list-style-type: none"> • Description of the data strategy, including main sources and data to be used and collected. • Description of the approach for engaging with stakeholders and ensuring policy uptake. • Description of all proposed deliveries (format, content) • Description of the main outcomes and results expected and their added value. 				
3	<p>Description outlining the intended organisation, milestones and management of the work including (approximately 5 pages)</p> <ul style="list-style-type: none"> • Detailed work plan and timetable with descriptions of the content of the deliveries proposed. • Allocation of human resources by task and by partner (details should be provided as part of the technical offer and not only in Annex D). • Approach to ensure effective project management, quality review and risk assessment. 	Section 1 & Annex D	<input checked="" type="checkbox"/>	n/a	n/a

FILE n°3 – FINANCIAL OFFER					
The contracting authority will <u>reject</u> tenders where no financial proposal is included.					
N°	Document	Refer to Section of ToR and/or Annex	Single tenderer or Main tenderer in a joint tender	Other partners in a joint tender	Sub-contractor
1	Financial Offer (original dated, signed and stamped by the authorised representative of the tenderer)	Section 2 & Annex B	<input checked="" type="checkbox"/>	n/a	n/a
<p>The tenderer shall submit a price covering the services in EURO using the financial offer template provided (see Annex B). Annex B must be signed by the tenderer's representative and the template must not be modified.</p> <p>The price must include all the costs associated as well as the travel and accommodation costs for meetings, and the pertinent delivery costs to the ESPON EGTC, if any. No other expenses will be paid by the contracting authority. Travel, accommodation and subsistence costs cannot be higher than 10% of the total costs of the tender.</p> <p>No indexation of the price is allowed. The price quoted must be firm and not subject to revision. Tenderers from countries outside the Euro zone have to quote their prices in Euro. A price quoted may not be revised</p>					

in line with exchange rate movements. It is for the tenderer to select an official exchange rate and assume the risk or the benefits deriving from any variation.

The contracting authority will reject offers where the price for services is not provided. The lack of prices for any of the assignment types mentioned in the price list will invalidate the offer. No financial guarantee is required for this contract.

Tenders not including the necessary evidence may be rejected. However, the contracting authority reserves the right to request clarifications or additional evidence in relation to the exclusion and selection stages after the opening within a time limit stipulated in its request. If clarification is required, the contracting authority may contact the tenderer to obtain further explanations and/or additional evidence, provided that, and only if, the tender is not modified as a result. **The contact person designated by the tenderer in Annex A will be the recipient of clarifications and additional evidence request. Therefore, the tenderer must ensure the correctness of contact details (in particular of email addresses) given therein.**

3.7 Opening of the tender

The tenders received in due time and place shall be opened by the contracting authority only after the submission deadline mentioned above.

The opening of tenders shall take place in non-public session but the minute of the opening session will be provided to tenderers having submitted a request to the contracting authority by email at tenders@espon.eu.

4 Contract award procedure

4.1 Examination of tenders

The evaluation is based solely on the information provided in the submitted tender. It involves the following:

- Verification of non-exclusion of tenderers on the basis of the exclusion criteria;
- Verification of tenderers documentation on the basis of selection criteria;
- Evaluation of tenders on the basis of the award criteria.

Tenders are considered not to comply with the call specifications and shall be rejected if they:

- do not comply with the minimum requirements laid down in the Technical Specifications.
- propose a price above the fixed estimated expenditure;
- submit variants when the Terms of reference does not allow them.

In all the above-mentioned cases, the rejection grounds are not related to the award criteria and, therefore, there is no evaluation as such. Tenderers will be informed of the rejection grounds without being given information on the content of the tender other than the non-compliant elements.

Where the information or documents to be submitted by tenderers are or appear to be incomplete or erroneous or where certain documents are missing, the ESPON EGTC may carry out verifications and clarifications as provided for in article 80 RGD LMP.

4.2 Verification of non-exclusion

Participation in this call for tenders is open **only** to tenderers who fully meet the requirements laid out in **Part III: Exclusion grounds of the ESPD (Annex A)**, which must be duly completed and submitted.

Tenderers are advised that, in case of contracting, supporting documents proving the statements made in the ESPD must be submitted. Please note that in line with Article 90 of the modified national (Luxembourg) Regulation of 8th April 2018 implementing the Law of 8th April 2018 on Public Procurement the following supporting documents must **be dated of within three months preceding the submission deadline of the tender**:

- A certificate issued by the competent authority in the Member State or country where the economic operator is established stating that it is **not** in breach of its obligations related to the payment of **taxes** and **social security contributions**.

Tenderers are advised, accordingly, to be in possession of **properly dated** documents regarding these criteria when submitting the tender.

The contracting authority may, where appropriate, ask tenderers to provide with supporting documents and may also, when having doubts concerning the personal situation of tenderers, request from the competent authorities any information it considers necessary to clarify its doubts.

Where the information concerns a tenderer established in a State other than the one of the contracting authority, the latter may seek the cooperation of the competent authorities. Having regard for the national laws of the State where the tenderers are established, such requests shall relate to legal and/or natural persons, including, if appropriate, company directors or/and any person having powers of representation, decision, or control in respect of the tenderer.

A tenderer shall be excluded if the provisions of the article 29 of the national (Luxembourg) Law of 8 April 2018 on Public Procurement are not fulfilled.

Furthermore, tenderers should take into full consideration that:

- none of the team members proposed in the offers shall have any prior knowledge of the Terms of reference whatsoever (i.e., being involved in their commenting, consultation process with the stakeholders, drafting, etc.), have advised ESPON EGTC or otherwise been involved in the preparation of the procurement process. In such case, the tender may be excluded in accordance with article 13 of the national (Luxembourg) Law of 8 April 2018 on Public Procurement;
- not providing the declaration of no conflict of interest by the tenderer or by the Service Provider, before or after the award of the contract, may lead to the exclusion of the tenderer or of the Service Provider or to the termination of the contract;
- in case the contracting authority acquaints itself with a situation calling into question the autonomous and independent nature of a tender, it shall request the parties to provide information and evidence in rebuttal. In case distortion of the market is detected, tenderers involved shall be excluded accordingly.

4.3 Verification of the selection criteria

Tenderers must prove their legal, regulatory, economic, financial, technical and professional capacity to carry out the work subject to this procurement procedure.

Tenderers must be in a stable financial position and have the economic and financial capacity to guarantee continuous and satisfactory performance throughout the envisaged lifetime of the contract. In addition, the tenderers are required to have sufficient technical and professional capacity to perform the tasks outlined in these Terms of reference.

To this end, the following information must be provided in the ESPD:

4.3.1 General information

Please provide the information required in “Part II: Information concerning the economic operator” of the ESPD (Annex A).

4.3.2 Economic and financial capacity

Please provide the information required in Part IV(B)(1a, 1b, 2a, 3 and 5) of the ESPD (Annex A). All related information has to be provided for the **last three financial years**.

The tenderer must be in a stable financial position and **the total turnover of the tenderer (or the consortium, see Section 3.4) for the last three financial years (see Part IV(B)(1b) of the ESPD (Annex A)) must equal or exceed 75% of the maximum available budget for this contract as stated in these Terms of reference.**

Please note that an economic operator may, when appropriate and for a specific contract, rely on the capacities of another entity not taking part in the tendering process to meet the selection criteria. (art. 33 of the Law on Public Procurement of 8 April 2018).

4.3.3 Technical and professional capacity

Tenderers must have the appropriate technical and professional ability to carry out the tasks required for this call for tenders, as described in section 1.6, by providing the required information in Part IV (C) of the ESPD (Annex A).

- a) A list of the relevant services successfully conducted during at least the last three years, including a description of work, indicating the budgets, dates and recipients, whether public or private. (Part IV(C)(1b) of the ESPD)
- b) the professional capacity and size of the company (Part IV(C)(8) of the ESPD)
- c) The team members who are proposed to carry out the tasks requested must demonstrate professional experience and background in the field of the services requested. Relevant specific information on the competencies and skills are detailed in Section 1.
 - Please attach detailed CVs of all team members proposed for the assignment to the ESPD (Annex A), taking into account the minimum expertise requirements detailed in this paragraph as well as in Section 1. The ESPON EGTC strongly recommends submitting the CVs in the EU CV format³². It should be clearly indicated by using the table in Annex E which profile requirements/competencies are met by which member of the team.
 - Please complete Annex E ‘list of all team members’ (one single list for all partners/subcontractors if relevant) involved in the implementation of the contract for whom CVs are submitted.

4.4 Financial award criterion

The value of the financial proposal (calculated in accordance with the scenario and the financial proposal supplied in Annex B) will be evaluated according to the best value for money principle.

³² For the template please see <http://europass.cedefop.europa.eu/documents/curriculum-vitae/templates-instructions>

The lack of providing a price in the financial proposal will invalidate the offer. Tenders with a financial offer that exceeds the total budget available **and/or where travel, accommodation and subsistence costs exceed 10% of the total costs (see Section 3.4 above)** will not be selected for the evaluation on the basis of the award criteria and will be excluded.

Calculation mistakes and discrepancies with the price per unit, if any, will be corrected by the evaluation committee based on the price per unit provided by the tenderer and the confirmation of the tenderer will be requested.

Abnormally low tenders:

To avoid offers with abnormally low prices that could jeopardize the correct delivery of the services, if the price proposed in a tender appears to be abnormally low compared to the arithmetic average of all the technically compliant tenders (15%), the contracting authority will request, in writing, the necessary clarifications and elements as appropriate and in accordance with Article 88 RGD³³.

4.5 Evaluation of the tenders on the basis of the award criteria

Only the tenders meeting the requirements of the exclusion and selection criteria are evaluated in terms of quality and price. The assessment of the technical quality is based on the ability of the tenderer to meet the purpose of the contract, as described in the technical specifications.

The following evaluation criteria shall be used to determine the technical merit of the offers, producing a total score of maximum 100 points:

No	Qualitative award criteria	Weighting (maximum points)
1	Level of understanding of the tasks and services to be carried out The degree to which the tenderer shows the capacity to understand the research and the policy needs and the added value of the proposal, will be assessed under this criterion.	25
2	Quality and appropriateness of the proposed methods The tender must demonstrate the capacity to answer the policy questions and to deliver the expected outputs. The degree to which the tenderer manages to combine scientific rigour and policy relevance will be assessed under this criterion. Furthermore, under this criterion the capacity of the tenderer to deliver new territorial evidence, to carry out innovative research methods, and produce outputs in various visualisation formats and forms will be assessed.	50
3	Organisation, planning, and management of the service contract The distribution of the roles and responsibilities for each task among the proposed team will be assessed under this criterion. The global work plan, the articulation of tasks and the allocation of time and resources to each task and delivery will also be assessed. Actual risk assessment will also be taken into account.	25
	Total number of points	100

³³ [Règlement Grand-Ducal du 8 avril 2018 portant exécution de la loi du 8 avril 2018 sur les marchés publics et portant modification du seuil prévu à l'article 106 point 10° de la loi communale modifiée du 13 décembre 1988](#)

In order to guarantee a minimum threshold of quality, offers that do not reach a minimum score of **50** points at the end of the technical evaluation **will not be considered in the best price-quality ratio assessment** and will therefore be rejected.

The contract is awarded to the tenderer submitting the tender that offers the most economically advantageous tender assessed on the basis of the best price-quality ratio as represented by the highest score (i.e. the highest X) by weighting the price and the quality respectively, by applying the formula below:

$$X = \left(\frac{\text{Cheapest price excl. VAT}}{\text{Price of tender X excl. VAT}} * 100 * 30\% \right) + (\text{technical evaluation score of tender X} * 70\%)$$

4.6 Contract award and conclusion

Before awarding the contract, the contracting authority will require the tenderer to which it has decided to award the contract to submit up-to-date supporting documents in accordance with the requirements of the present Terms of reference and with Article 31 of the Law on Public Procurement of 8 April 2018 and, where appropriate, Article 32. The contracting authority may invite economic operators to supplement or clarify the certificates received.

Initiation of a tendering procedure imposes no obligation on the contracting authority to award the contract. Fulfilment of the conditions of the call for tenders imposes no obligation on the contracting authority to award the contract. The contracting authority shall not be liable for any compensation with respect to tenderers whose tenders have not been accepted. Nor shall it be liable if it decides not to award the contract. Expenditure on preparing and submitting tenders is non-refundable.

The economic operator whose tender is ranked first is deemed to have submitted the most economically advantageous tender based on the best quality-price ratio is in principle awarded the contract. Prior to any award decision, the ESPON EGTC shall carry out the necessary documentary checks as described in the Terms of reference.

The ESPON EGTC shall inform unsuccessful tenderers via the Luxembourgish Public Procurement Portal of the reasons why their tender has not been selected, in accordance with Article 193 RGD34.

The successful tenderer shall be notified via the Luxembourgish Public Procurement Portal. The conclusion of the contract with the successful tenderer shall take place at the earliest after a standstill period of 10 days.

The competent court to hear pre-contractual appeals is the Administrative Court. For post-contractual appeals, the competent court is the District Court³⁵.

5 Additional contracting information

5.1 Contracting authority

Contracting authority: the ESPON EGTC has been established on the 9th of January 2015 based on Regulation (EC) 1082/2006 of the European Parliament and of the Council of 5 July 2006, as amended, to undertake the role of the Single Beneficiary of the ESPON 2020 Cooperation Programme, the ESPON 2030 Cooperation Programme and the potential subsequent approved ESPON cooperation programmes.

ESPON EGTC Attn: Director

³⁴ [Règlement Grand-Ducal du 8 avril 2018 portant exécution de la loi du 8 avril 2018 sur les marches publics et portant modification du seuil prévu à l'article 106 point 10° de la loi communale modifiée du 13 décembre 1988](#)

³⁵ [loi du 10 Novembre instituant le recours en matière de marches publics](#)

11, avenue John F. Kennedy L-1855 Luxembourg
Tel: +352 20 600 280 / Fax: +352 20 600 280 01 / E-mail: tenders@espon.eu

The ESPON EGTC is the contracting and awarding authority of the present contract.

5.2 Place of delivery

All services shall be delivered by default to Luxembourg, unless mentioned in Section 1 or agreed with the ESPON EGTC.

5.3 Other conditions

The material provided for the preparation of the tender can only be used for the preparation of the tender and has to be kept confidential. All the documents submitted by tenderers will be kept by the contracting authority for archive purposes. These documents will be considered as confidential.

6 Annexes

Annex A – European Single Procurement Document (ESPD)

Annex B – Financial offer template

Annex C – Draft service contract

Annex D – Allocation of human resources

Annex E – List team members and economic operators