



OPEN INVITATION TO TENDER
AO/ECVL/IPS-ARANI/EarlyLeaving/005/13
**“The role of VET in reducing early leaving from education and
training”**
Cedefop’s Correction

**Correction to “point 1. Summary of proposal” of the framework template for the
technical proposal (page 37)**

Point 1. Summary of proposal

“c. additional services offered (compared to the ToR)” **is replaced and shall read as follows:**

c. **any** additional services offered (compared to the ToR)

Correction to sub-award criterion (1.1) – Rationale of the project (page 38)

The last sentence of sub-award criterion 1.1

“Points 1 and 2 of the framework template in section 5.1” **is replaced and shall read as follows:**

- **Point 2** of the framework template in section 5.1

(Please note that “point 1. Summary of proposal” will not be taken into account for the technical evaluation).

Enclosed you may find the 2 relevant pages 37 and 38 with the above corrections.

FRAMEWORK TEMPLATE FOR THE TECHNICAL PROPOSAL	
1. Summary of proposal	
a. overall synthesis (in bullets)	
b. highlighting of the key/qualifying aspects of the proposal	
c. any additional services offered (compared to the ToR)	
2. Rationale of the project	
a. description of scope, outcomes, outputs, innovativeness	
b. general description of the methodology, tools and approaches	
c. comments on the ToR and key issues to the achievements of expected results	
c. assumptions and risks	
3. Methods and tools	
a. Overall presentation of WPs	
b. Activities description	
i. WP1 - Understanding the phenomenon of dropping out from VET and the relationship between VET and early leaving from education and training.	
ii. WP2 - Analysing policies and measures to tackle early leaving from education and training through VET.	
iii. WP3 - Identifying best practices and tools to support policy making at national and EU levels.	
c. Synoptic table (list of activities by WPs specifying: inputs, outputs and outcomes)	
4. Project management, work organization and team of experts	
5. Quality assurance and risk management	
6. Timetable and project's workflow	

The estimated length of the Technical Proposal to be submitted is **50-60 pages** (all included except table of contents as well as start and end pages). The font should correspond to Times New Roman size 12 pt with single line spacing and standard margins of 2.5 cm.

The Technical Proposal should prove that the Tenderer is capable of meeting the tender specifications, by providing all the information related to the scope of this project. All the information and means of proof provided in the tender commit the contractor throughout the duration of the contract.

The tenderer shall identify a **Project Manager** within his organisation who will represent the **single contact point for all administrative and operational communication** in regards to the contract implementation. As appropriate, the Team leader (see 3.2.2.) can also act as Project Manager or two different persons can be identified. Cedefop will also designate the Contact Person in charge of handling the contact with the selected tenderer.

In addition to the above the tenderer must clearly specify which parts of the work will be subcontracted (if any) and specify the identity of those subcontractors only undertaking more than 10% of the work by value (or of all subcontractors if total subcontracting is above 40% of the work by value) as requested in point 4.2.

5.2 Technical evaluation

The assessment of the technical quality will be based on the ability of the tenderer to meet the purpose of the contract as described in the tender specifications – indications in italics below refer to the framework template in point 5.1 above. Please consider that the nature of framework contract – with three subsequent work assignments - does not dispense the tenderer to include in its technical proposal all the elements for the provision of the all the three work assignments described above.

The following Award Criteria for the technical evaluation will be applied to this tender procedure:

Award criteria – Evaluation grid	Maximum number of points
1) UNDERSTANDING AND METHODOLOGY	70
<p>1.1. Rationale of the project (understanding of the scope and expected outcomes of the project, overall and of each of the three Work Assignments; approach proposed; awareness and description of possible methodological and technical difficulties and constraints, and anticipation of possible solutions; completeness of the services offered compared to framework template in section 5.1.) <i>Point 2 of the framework template in section 5.1.</i></p>	15
<p>1.2. Method and tools</p> <ul style="list-style-type: none"> • Relevance of the strategy and techniques for improving statistical knowledge and evidence base, literature review, and producing new evidence combining quantitative and qualitative analyses (WA 1). • Relevance of the strategy for the design, implementation of surveys on stakeholders and strategies for analysis of results; number of interviews provided, number of countries covered and justification for their choice (WAs 1 and 2). • Relevance of the strategy and techniques proposed for the analysis of policies and measures; number and criteria for the identification and analysis of good practices; relevance and innovativeness of tools for policy making proposed (WAs 2 and 3). <p><i>Point 3 of the framework template in section 5.1.</i></p>	15 25 15
2) ORGANISATION, PROJECT MANAGEMENT AND STAFF SUITABILITY	30
<p>2.1. Project management, work organization and team work (function and role of the team leader; management structure; allocation of tasks among experts to ensure experience mix and coverage of complementary subjects based on professional experience and qualifications of the expert team; communication with Cedefop and reporting). <i>Point 4 of the framework template in section 5.1.</i></p>	10
<p>2.2. Quality assurance and risk management (tools and processes to be used taking into account the specific characteristics of the project; back-up/replacement arrangements; adequate consideration of possible hindrances). <i>Point 5 of the framework template in section 5.1.</i></p>	10
<p>2.3. Organization of the work process (timetable and project's workflow outlining the intended organisation and milestones, and demonstrating the feasibility of the proposal). <i>Point 6 of the framework template in section 5.1.</i></p>	10
OVERALL TOTAL SCORE (Total Quality Value)	100