

Call for expressions of interest No DG EAC/21/2000 concerning the provision of services in the field of education, vocational training, culture, audiovisual policy, sport, citizenship and youth

1. **Contracting authority:** European Commission, Directorate-General for Education and Culture (EAC), rue de la Loi 200, B-1049 Brussels. Tel.: 296.21.20 / 299.94.30. Fax: 295.72.95. Telex: COMEU B 21877. Telegraphic address: COMEUR Brussels.

2. Call for expressions of interest.

Natural or legal persons wishing to be included on the list are invited to submit an application in accordance with the provisions of this notice.

The contracting authority will include on one or more lists all applicants who meet the criteria set out in Section 8 below.

For each specific contract in the field described in Section 3.a), the contracting authority will forward the invitation to tender and the specifications to all candidates on the list or to certain candidates selected on the basis of the appropriate preselection criteria for the contract concerned.

The list drawn up as a result of this notice will be used exclusively for contracts for an estimated amount below the limits set out in the relevant “public contract” directives, currently EUR 139 312.

The list will be subdivided into sub-lists, each of them corresponding to one of the subject areas set out in Section 3.a) (and identified by a code number).

- 3.a) The services will relate to subjects and/or activities in the following fields:

Education

- the functions of education, including: the relationship between education, competitiveness and employment; the link between school career and social exclusion, educational institutions and the development of continuing training (including adult education); measures promoting continuity between education and continuing training; contribution and impact of educational research – (A01);
- education policies, including: trend analysis; educational reforms; diversification of educational provision (more openness towards the socio-economic world, development of open and distance learning, adult education); lifelong learning – (A02);
- the parties actively involved in education, including: representations and expectations of pupils, students, socio-economic partners, families, people working in education; recruitment, demography, training (initial and continuing); career development of people working in education – (A03);
- how education is perceived by the public; current topics and debates – (A04);

- aspects of educational financing – (A05);
- evaluation of educational systems and quality, including: “macro” assessment methods (national and regional levels); “micro” assessment methods at establishment level; management of educational establishments; assessment methods and means of formally recognising the knowledge and skills of pupils, students and teaching staff – (A06);
- the living conditions of students, including: reception, accommodation, social security, equal opportunities (for the disabled, underprivileged etc.) – (A07);
- the role of the regions and local authorities in developing education – (A08);
- teaching methods: design of teaching tools using the new technologies; use of new technologies in education; analysis of teaching methods in distance learning; comparative analysis of curricula and teaching methods; organisation of learning activities; management, diagnosis and treatment of learning difficulties – (A09);
- educational matters in conjunction with specific problems (e.g. education focusing on health, the environment, consumer behaviour, culture etc.; artistic education etc.) – (A10);
- transnational cooperation in education, including: assessment of jointly developed courses and modules; experience and information exchange systems; analysis and assessment of all types of transnational networks – (A11);
- mobility in the Member States of the European Community and in non-member countries, including: current status of mobility of pupils, students and teaching staff; factors promoting or hindering mobility (legislative problems, recognition of qualifications and study periods etc.) – (A12);
- the European dimension in education, including: analysis of the cultural or socio-economic/political elements appropriate for inclusion in the curricula or for development as modules of higher, secondary or primary education – (A13);
- educational issues in connection with the schooling of the children of migrant and itinerant workers, travellers and gypsies – (A14);
- educational questions in connection with the integration of children at risk of exclusion – (A15);
- questions in connection with intercultural education; education for active citizenship – (A16);
- advice and guidance systems in the Member States – (A17).

Vocational training

- training arrangements and systems, including: the transparency, equivalence, recognition and validation of vocational qualifications; setting-up of general systems to anticipate training and skilling needs; adaptation of training systems, methods and tools to training needs; key skills and basic qualifications – (B01);

- training methods for companies (particularly SMEs); forms of combined work/training and cooperation between industry and training bodies or universities – (B02);
- adaptation to industrial change through training, including: changes in work organisation, technological change, changes in production systems, sectoral development; changes in occupations and qualifications – (B03);
- development of self-teaching, open and distance learning methods, including multimedia and the use of information and communication technologies – (B04);
- the effectiveness of vocational guidance and training in combating unemployment – (B05);
- the transition to work and integration of young people into working life, including: school/industry cooperation, apprenticeships, access, training for companies; development of training entitlement (“youth credits” etc.) – (B06);
- lifelong training – (B07);
- technology transfer in the context of university/industry cooperation – (B08);
- regional development, including: training for regional development staff, “learning regions” – (B09);
- promotion of investment in training, including: investment in continuing training, company-based training, the situation of SMEs – (B10);
- the inclusion of training expenditure in national and company accounts, particularly from the point of view of training investment – (B11);
- methods and tools for evaluating the quality of training provision; training quality assurance; the definition of criteria and measurement methods for quality, cost/effectiveness and benefits of training – (B12);
- the social dialogue, including: industrial relations policy, collective agreements, access to training, financing of training – (B13);
- vocational training networks and their effectiveness (connecting training centres, training and research centres, at sectoral level etc.); courses for training designers and planners; training for national and regional authority officials in implementing Community policies – (B14);
- vocational training policy and action in connection with specific situations, including: integration and reintegration of women into the labour market; access to and/or reintegration into the labour market of people from underprivileged or outlying regions; integration and reintegration in society and at work of people in difficulty, particularly the long-term unemployed, marginalised young people, the disabled, ethnic minorities and the non-skilled or low-skilled – (B15);
- the training market, including: human resource audit and training methods and tools for companies (particularly SMEs); sectoral surveys on companies’ continuing

training plans and new skills evaluation methods at the workplace; analysis of industrial relations policy in connection with training and the role of the social partners in training – (B16);

Culture, audiovisual policy and sport

- cultural policies and the development of cultural activities in Europe: the role of cities and towns, regions and countries; the current status of transnational cooperation in Europe; the impact of cultural exchanges and transnational cultural cooperation on the creation and dissemination of art and culture – (C01);
- matters associated with the establishment of a European cultural area: the mobility of creative and performing artists and other cultural operators; the circulation of works, productions, coproductions and cultural events in the European Community; obstacles to the free movement of cultural operators; recognition of qualifications; higher profile for national and Community cultural aid – (C02);
- cultural policies and activities in connection with particular situations: social and economic integration of young people, people from underprivileged or outlying regions/neighbourhoods, people with physical or mental disabilities, marginalised people, people belonging to ethnic minorities – (C03);
- cultural and artistic policies and practices in non-member countries, particularly in the applicant countries – (C04);
- further training for culture professionals, retraining for artists and cultural operators, transitional arrangements for young artists to help them integrate into professional life, career-long training for artists – (C05);
- questions to do with the status of artists and recognition of their activities – (C06);
- economic aspects of culture, particularly questions connected with the financing of culture – (C07);
- encouragement of, and democratic access to, artistic, cultural and literary creation in Europe, access to Europe's cultural heritage, books and reading (including electronic forms of literary and musical publishing on the Internet or distributed via the Internet), the cultural practices of the people of Europe, job-creation in the cultural field in Europe and in the applicant countries; facilitating access to culture for the most underprivileged – (C08);
- upgrading of European-scale material and non-material cultural heritage, more especially action to safeguard and conserve that heritage, conservation and dissemination of traditional skills, use of new technologies in the work of upgrading, disseminating, conserving and restoring Europe's architectural and other heritage; digitalisation of that heritage – (C09);
- the impact of new technologies for the benefit of the world of culture, including: development of cooperation, creation, coproduction, dissemination and access; concentration of production and distribution, the situation of independent producers; the challenges and opportunities of the new technologies for the cultural industries – (C10);

- cultural cooperation in Europe and in the applicant non-member countries: the bases for cultural cooperation, the results, the players in cultural cooperation in Europe and more especially networking in the field of culture – (C11);
- the cultural dimension of other national and Community policies – (C12);
- the development of European initiatives to discover young talent, to promote European-scale artistic and cultural events and to give a higher profile to the European cultural area – (C13);
- enhancement of knowledge in the artistic and cultural sectors (the performing, visual and plastic arts, books and reading, the architectural and non-architectural heritage, etc.) and new forms of cultural expression – (C14);
- use of multimedia to foster ongoing contacts between professionals, creative artists and the public in the European world of culture – (C15);
- the new technologies in the production and distribution of audiovisual programmes of high artistic value and strong commercial potential; writing techniques, particularly for interactive programmes designed for the new electronic dissemination media; scheduling of European audiovisual productions on theme-dedicated digital channels – (C16);
- the development potential of the European and international markets; the presence of European audiovisual professionals and programmes on the traditional and emerging European and international markets – (C17);
- commitment of resources to project development (script writing and finalisation, financing planning, etc.); international marketing effort aimed at making works available on a wide number of media, including e-commerce on the Internet (direct and derived broadcasting) – (C18);
- questions connected with the funding of production, distribution and marketing in the European audiovisual industry (competitiveness of distribution companies, commercial development strategies, circulation and profitability of European works on the European and world markets, joint strategies at European level, European copyright inventories, networking of this information on the Internet, etc.) – (C19);
- production of works designed for the European market (distribution-led production), reflecting linguistic and cultural diversity; enhancing public knowledge of, and taste for, works from other European countries, with a view to strengthening Europe's cultural identity and acknowledging its linguistic diversity – (C20);
- measures to promote the European audiovisual industry; European-level networks, including the Internet; exports of European audiovisual programmes within and outside Europe – (C21);
- scheduling and dissemination of European audiovisual productions in European and international events and/or festivals; networking arrangements between festivals, including the Internet dissemination of information on these festivals and the organisation of on-line festivals – (C22);

- the legal and management aspects of programmes and activities associated with audiovisual production – (C23);
- cooperation with national and international sports institutions, organisations and federations – (C24);
- sport legislation and free movement for sportsmen and sportswomen throughout the European Community – (C25);
- sport and associated problems (hooliganism, safety in sports arenas, the environment, health, drug-taking, etc.) – (C26);
- the social function of sport (social integration, exchanges of young people, sport for the disabled, etc.) – (C27);
- the economic aspects of sport, excessive commercialisation of sport, sport and television – (C28).

Citizenship and youth

- definition of a European youth policy – (D01);
- youth policy, including: decision-making and implementation structures, analysis of the efficiency and effectiveness of youth policy, trend analysis, diversification of measures for young people in the youth policy field and in connected fields – (D02);
- the role of the regions and local authorities in developing youth policy – (D03);
- stock-taking of existing study and research on youth policy – (D04);
- ways and means for young people to participate in political, economic and social life, including: current situation and trend analysis; ways of facilitating the learning and practical implementation of active citizenship; improved information and participation of young people (within the context of underprivileged young people) – (D05);
- informal education, development and trends, forms of upgrading and validation, certification, relations with employability and with social and occupational integration pathways for young people – (D06);
- informal educational methods, including peer education, mentoring, and inter-generational relations – (D07);
- the third sector: economic weight; comparative analysis of how effective the sector is in pursuing the social and occupational integration of young people – (D08);
- youth policy players, more especially the representations and expectations of young people and of other players; the way youth policy is perceived by the public, topical themes for discussion – (D09);

- mobility in terms of youth policy and informal education, young people, youth policy actors, impact on young people and youth policy; analysis of the consequences of freedom of movement and mobility in Europe for young people – (D10);
- transnational cooperation in the youth field, including: systems for the exchange of experience and information, all types of transnational networks – (D11);
- development of models and methods for assessing the impact of youth policy, more especially in terms of the players, structures and policies, and focusing on an analysis of the running and effectiveness of youth organisations and other youth work structures – (D12);
- analysis of the situation of young people in Europe, including: their expectations of Europe; young people and leisure; young people and culture; young people and the information society; young people and the world of work; relations between the generations; values, etc. – (D13);
- analysis of social issues with a particular effect on young people (use of illicit substances, violence, etc.) – (D14);
- publications on citizenship and youth – (D15);
- the European citizen's fundamental and democratic rights – (D16);
- rights inherent to freedom of movement and the safety of European citizens – (D17).

General questions concerning education, training, and policies concerning youth, citizenship, culture, audiovisual activities and sport:

- evaluation and monitoring of Community programmes – (E01);
- evaluation and monitoring of projects sponsored under Community programmes – (E02);
- dissemination of products and processes generated by projects sponsored under Community programmes, exchanges of experience and information, impact of the setting-up of all types of transnational networks – (E03);
- collection of available statistics at national level; public opinion analyses, development of comparable concepts on the basis of national work; definition of a joint, global, methodological framework for use at national level – (E04);
- links between the fields of education, vocational training, culture, audiovisual policy, sport, citizenship and youth and industry, economic life and research – (E05);
- links between these fields and the new technologies, the creation of multimedia products and the media – (E06);
- links between these fields and the internal market, freedom of movement and the concerns of economic and social cohesion – (E07);
- links between these fields and other policies (consumers, tourism, environment, etc.) – (E08);

- links between these fields and the labour market (job creation, employment and employability, mobility, measures to tackle unemployment, etc.) – (E09);
- links between these fields and regional development concerns (particularly for the less developed regions) – (E10);
- links between these fields and matters concerning the globalisation of the economy – (E11);
- links between these fields and demographic change – (E12);
- the legal aspects in these fields – (E13);
- the impact of the use of the new information and communication technologies; links between these fields and computerisation developments (especially the Internet) – (E14);
- equal opportunities for men and women in the various fields – (E15);
- policies, systems and arrangements in the various fields in non-member countries – (E16);
- cooperation between regional organisations in the various fields – (E17);
- cooperation with non-member countries, including: the current situation as regards cooperation in these fields between the EU Member States and non-member countries; the impact of international cooperation on the development of the knowledge-based economy; exchanges and other forms of mobility between the EC and non-member countries, and factors hindering such exchanges; methods for accumulating training credits and training periods; recognition of diplomas – (E18);
- language teaching and learning in formal and non-formal education systems and in vocational and continuing training: policies and strategies, methods and tools, training for teachers and instructors, awareness-raising and motivation for learners and other interested parties, dissemination of information, assessment and validation of skills, surveys, etc. – (E19);
- regional and minority languages: policies and strategies, methods and tools, teacher training, awareness-raising and motivation for learners and other interested parties, dissemination of information, assessment and validation of skills, surveys, etc. – (E20);
- design and production of Web sites; software – (E21);
- presentation in schools and colleges of audiovisual and multimedia products on European culture, with commentaries by creators and artists – (E22);
- drawings to illustrate booklets, leaflets and other information products – (E23);
- creation of cartoon strip – (E24);

- design, layout and graphics for booklets, leaflets and other information products (electronic and/or other) – (E25);
 - photogravure work – (E26);
 - printing work – (E27);
 - writing or rewriting of articles, booklets, newsletters, etc. in one of the official languages of the European Community (*which must be the service provider's mother tongue*) – (E28);
 - translation and/or rewriting of articles and other documents written in one of the official languages of the European Community into other languages or the languages of the applicant countries (*translation must be into the service provider's mother tongue; please indicate the language on the form*) – (E29);
 - design and execution of decorative and architectural work in connection with the presentation of works, objects, posters, models, audiovisual equipment, etc. for the fittings in various premises – (E30).
- 3.b) The services required, more especially studies and consultancy work, may be in connection with the current situation regarding policies and action in these fields or involve the formulation of new policies or action. They may also relate to policies at Member State or Community level, and involve cooperation with non-member countries (more especially the applicant countries).

The services which may be required by the Commission in the fields of education, training, culture, audiovisual policy, sport, citizenship and youth are of varying nature and scale. They may, for example, include: short one-off analyses on a specific subject, larger-scale analyses on broader issues and/or providing a basis for evaluation, discussion or forecasting, detailed conceptual analyses on general subjects as a means of determining major trends in the fields in question.

4. The contracted services may be required on the Commission's own premises, in the Member States of the European Community, and/or in non-member countries. Consultancy services will probably be carried out on the Commission's own premises or on the consultant's premises.
5. The list drawn up on the basis of this call for expressions of interest will remain valid for three years from the date of despatch of this notice to the Office for Official Publications of the European Communities, as stated in Section 11 below.
6. Groups of service providers may apply. Any such group selected must acquire a specific legal form once the contract has been awarded.

The Commission often needs to carry out studies or works on a Community scale. The *de jure* or *de facto* networks to which an interested party belongs may therefore be a significant factor in selection. The Commission therefore requests interested parties to indicate any links they may have with one or more networks, whether legal in character (consultancy group with subsidiaries in several countries) or operational (joint publications or research) or pragmatic (cooperation with other consultants or organisations). Experts whose names are put forward must know at least two languages of the European Community.

7. a) Applications must be submitted to the following address:

European Commission, Directorate-General for Education and Culture (DG EAC),
Resources Directorate - Unit E2, rue de la Loi 200, B-1049 Brussels.

The envelope should be marked: "Appel à manifestation d'intérêt n° DG EAC/21/2000 ».

- b) Applications must be made on the standard reply form obtainable from the address in Section 7.a.
8. Applications must be made in one of the official languages of the European Community. They can either be sent by post or lodged with the Secretariat of the unit mentioned in Section 7.a). They **must include**:

- a) the standard reply form duly completed and signed (**please state whether the applicant is a natural or legal person**) and indicating the fields in which the applicant operates, the countries or geographical areas for which the applicant is qualified, the working languages he uses and any network(s) with which he is associated;

- b) for legal persons: one or more documents providing evidence of the applicant's economic and financial capacity; this evidence may take the form of one or more of the following:

- * bank declarations;
- * balance sheets or balance sheet extracts;
- * a declaration of overall turnover or turnover in respect of the specific services applied for, in the past three financial years.

for natural persons: evidence of status as a self-employed person, evidence of social welfare cover, VAT number or, where appropriate, evidence of tax status.

- c) Evidence of the applicant's ability in the selected field(s); as a minimum, applicants must supply the service provider's curriculum vitae and/or those of the firm's managerial staff, with an indication of their educational and professional qualifications
- d) Evidence of the applicant's experience in the selected field(s), in the countries or geographical zones for which he is qualified and in the working languages he uses; as a minimum, applicants must supply a list of the main services supplied over the past three years, specifying the nature of the service, the value of the contract, the date and the client (public or private). Applicants must have at least three years' experience in the field(s) chosen.

Applicants who fail to provide any of the documentary evidence specified will not be included on the list.

Applications submitted by fax or e-mail will not be accepted. Applicants must pay their own application submission costs.

9. This call for expressions of interest will be held open to enable interested parties to apply for inclusion on the list at any time.

The closing date for the submission of applications, whether by post or by personal submission to the Secretariat of the Unit named in Section 7a), is **Friday, 31 January 2003**.

Applicants must keep the Commission informed of any change in their situation to enable their applications to be kept fully up to date.

Applicants will be informed of the outcome of their applications.

10. Further information on the Internet site:
http://europa.eu.int/comm/dgs/education_culture/index_fr.htm
11. Date notice sent:
12. Date notice received by the Office for Official Publications of the European Communities: