



Malta, 18 June 2020

**EASO/2020/803 - Middle Value Negotiated Procedure**  
**Consultancy services to assist in the design and implementation of EASO's Consultative Forum activities**

**EX ANTE PUBLICITY**

**I. Description of the services**

The European Asylum Support Office (EASO) is planning to purchase consultancy services to assist in the design and implementation of EASO's Consultative Forum activities.

More in detail, the

contractor would be required to provide the following services:

- Provide **process consultancy services** to advise EASO on the best way to consult with civil society. This could entail:
  - Discussing the objective, the context and needs, and advising accordingly on concrete aspects, format and modality of the consultation;
  - Giving feedback on the exact activity which may include redefining the activity in light of the needs identified;
  - Agreeing on the exact activity and designing the final intervention to be implemented;
  - Briefing, where necessary, EASO staff who will be involved in the implementation of the CF activities.
  
- Provide **facilitation/moderation services** to help implement CF activities. This would involve using participation and collaboration techniques to mobilise the collective intelligence available amongst the civil society actors and can be done in-person (facilitation during CF meetings, workshops, etc.) or via digital and online tools to support effective collaboration across different sites and locations and to engage people at a distance. This could include support with:
  - The facilitation of participatory workshops;
  - Introduction of speakers;
  - Going around with microphones during Q&A sessions;
  - Making sure that participants are in the right room at the right time, etc.
  
- Provide, where necessary, the **required special material** to support the implementation of the chosen meeting method/format (including e.g. larger post-its, large quantities of markers

in different colours, special pin boards, voting dots, etc.). Standard room equipment is to be provided by EASO (flipcharts and projectors, etc).

- Provide **visual work and (digital) graphic recording** for the implementation of CF activities. This could entail:

- Preparatory work to design (graphic) reporting templates, or to design any other visual work for CF activities;
- If necessary, large-scale printing of the templates or the visual work;
- Visual harvesting of meeting discussions (using visuals when working with the participants and in reporting out);
- Graphic recording of meeting proceedings, especially the discussions in plenary setting (including provision of material for graphic recording and preparation of graphic recording output). It would be an advantage if the graphic recording could be done digitally.

- **Supplementary services:** In addition to the items listed above, if necessary, the contracting authority may request the contractor in writing to supplement its tender for similar services, which were not known and therefore not included in the initial price list. EASO may therefore request when the need arises, upon quotation, supplementary services related to the scope of the contract.

## II. Description of the contract

EASO envisages awarding a framework contract. The maximum estimated duration of the contract will be 48 months. The estimated total value for the whole framework contract duration is € 100.000.

## III. Description of the procurement procedure

This ex-ante publicity is the first stage of the negotiated procurement procedure with at least 5 economic operators through which EASO may award the above-mentioned contract.<sup>1</sup>

This ex-ante publicity has an indicative value and is in no way binding on EASO. EASO may decide not to launch the procurement procedure without candidates being entitled to claim any compensation..

Only candidates invited by the contracting authority to take part in the procedure concerned can submit a tender.

Economic operators interested in being invited to participate in this procedure may express their interest by writing to [CONTRACTS@easo.europa.eu](mailto:CONTRACTS@easo.europa.eu) before **01/07/2020**.<sup>2</sup>

---

<sup>1</sup> This publication is made pursuant to point 3 of Annex 1 to [EU Financial Regulation](#) that provides for ex ante publication on the Institutions' websites of middle value contracts.

<sup>2</sup> The personal data collected in relation to this prior information notice shall be made available on request to the various services of EASO and will be processed in accordance with (EU) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC. Any entity having expressed its interest shall have the right of access to his/her personal data and the right to rectify any such data that is inaccurate or incomplete. Should you have any queries concerning the processing of your personal data, they should be addressed to [contracts@easo.europa.eu](mailto:contracts@easo.europa.eu).