

Title: Support and contribution to forward-looking analyses and activities in relation to Forward-looking information and services knowledge base (FLIS)

Reference: Negotiated procedure EEA/IEA/14/004

The European Environment Agency (EEA) seeks a service provider able to (1) support publication of some forward-looking analyses (SOER 2015 Part A and Environment and security), (2) contribute to some forward-looking analyses and (3) support some operational activities in relation to Forward-looking information and services knowledge base (FLIS).

Type of contract:

Service contract for duration until 30 November 2014

Estimated value:

EUR 60 000 excluding VAT

Place of delivery or of performance:

At the contractor's premises, with occasional travelling included

Description of the services to be procured:

Contractor is expected to support and contribute to EEA Strategic futures work in the frame of 5 tasks:

1. Support to **SOER 2015 Part A publishing** (mostly second part of the year). Activities included would be related to graphics design, editing, copy editing, extracting key messages.
2. Support to **FLIS knowledge base development and cooperation with EIONET** in the area of forward-looking information – mostly FLIS services part.
3. Writing of **up to two web articles** about the inter-linkages, impacts and feedbacks between EEA global megatrends. Indicative issues of focus would be related to resource use/efficiency-security (in broader sense)-policy - regional aspects. More concretely content will be identified at the kick-off meeting. Design of graphics included in the article(s) would be also needed.
4. Support to **publishing of the brochure Environment and Security** (mostly second part of the year). It is needed a support in designing graphs and illustrations, editing (including copy editing and web editing) and some writing. All work is based on the existing documents, which will be provided in due time.
5. Support to **meetings and webinars** (mostly second part of the year). Envisaged are 2 meetings (related to FLIS and Global megatrends) and 1 webinar (however, numbers are only indicative at this stage). Support would be needed in writing background documents and presentations as necessary, minutes taking, organisation of the whole webinar event. More precisely tasks will be defined when event is decided.

Links to basic background documents:

1. EEA global megatrends: <http://www.eea.europa.eu/soer/europe-and-the-world/megatrends>
2. FLIS knowledge base: <http://www.eea.europa.eu/publications/knowledge-base-for-forward-looking>
3. Environment and security: <http://www.eea.europa.eu/publications/using-scenarios-brochure-2012>

Scheduled starting date of contract (indicative):

15 May 2014

Registration of interest:

Interested candidates shall register their interest by email to procurement@eea.europa.eu by **28 April 2014** at the latest, quoting the title and reference No of this negotiated procedure in the subject field of the message and providing the following information:

- Name (of individual or organisation/company)
- Address (of individual or organisation/company)
- Contact person
- E-mail
- Description of main area of business / expertise (max. 500 words)

Your personal information above will be processed solely for the purpose of this negotiated procedure in accordance with the rules set in Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by Community institutions and bodies and on the free movement of such data (OJEU L 8/1 of 12.1.2001). For further detailed information please refer to the privacy statement available on the EEA external website at the following address: <http://www.eea.europa.eu/about-us/tenders/privacy-statement>

Description of the tendering procedure:

On the basis of the pre-assessment of the information provided, the EEA will draw up a list of the most suitable candidates and will forward to all or some of them (at least three candidates) by e-mail an invitation to submit a tender in accordance with the tender specifications by a set deadline. The tender submitted will be evaluated in accordance with the criteria specified in the tender specifications. During the negotiation phase after the submission of the tenders, selected candidates may be required to adapt their tender to the requirements set in the tender specifications in order to find the solution offering the best value for money.

Candidates shall note that registration of interest to participate in the above-mentioned procedure entails no obligation on the part of the EEA to send an invitation to tenders to candidates or to award them a contract. Please note that no replies will be sent to unselected candidates.