

Title: Training and coaching on public speaking and writing

Reference: Negotiated procedure EEA/ADS/17/005

Description of the services to be procured:

In the performance of their work, managers and project leaders at the European Environment Agency (EEA) are often required to run presentations, lectures or keynote addresses to a variety of audiences. That might range from large-scale public events, to smaller expert-based settings. For all these cases, it is important that EEA staff have access to high-quality training to support keeping their public speaking and presentation skills to its best level.

In recent years, the use of the “Vox Method” has proven great learning effectiveness and impact. This framework contract aims therefore to provide learning / training activities for EEA staff with regards to their public speaking competencies. The EEA seek a provider capable of implementing the “Vox Method” for public speakers. Learning activities should include workshops, online or face-to-face coaching and support materials.

Type of contract:

Framework service contract for a total duration of 24 months as from the date of signature.

Estimated value:

EUR 100 000 excluding VAT.

Place of delivery or of performance:

Both online and at the EEA premises, Kongens Nytorv 6, 1050 Copenhagen K, Denmark.

Scheduled starting date of contract (indicative):

August 2017

Registration of interest:

Interested candidates shall register their interest **by email to:** procurement@eea.europa.eu **by 15 May** 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 website at the following address: <http://www.eea.europa.eu/about-us/tenders/index>.

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 five candidates) by e-mail an invitation to submit a tender in accordance with the tender specifications by a set deadline. The tenders 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 requested 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 candidates or to award them a contract. Please note that no replies will be sent to unselected candidates.