



EUROPEAN COMMISSION

DIRECTORATE-GENERAL JUSTICE AND CONSUMERS

Directorate C: Rule of Law, Fundamental Rights and Democracy  
Fundamental rights policy unit

## **European Commission**

**Call for tenders EC-JUST/2025/OP/0001**

**(internal reference JUST/2024/PR/CRAC/RIGH/0034)**

**SUPPORT TO PREVENT AND COUNTER ILLEGAL  
HATE SPEECH, IN PARTICULAR ONLINE**

**Open procedure**

**TENDER SPECIFICATIONS**

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# **1. SCOPE AND DESCRIPTION OF THE PROCUREMENT**

## **1.1. Contracting authority: who is the buyer?**

This call for tenders is launched and managed by the European Commission, Directorate General for Justice and Consumers, referred to as the *Contracting authority* for the purposes of this call for tenders.

## **1.2. Subject: what is this call for tenders about?**

The subject of this call for tenders is to provide technical, content-related and organisational support to prevent and counter hate speech, in particular online. As part of the European Commission's work on countering hate speech online in all its forms, this call for tender will encompass a significant focus on combating antisemitism online.

## **1.3. Lots: is this call for tenders divided into lots?**

This call for tenders is not divided into lots.

## **1.4. Description: what do we want to buy through this call for tenders?**

The purchases that are the subject of this call for tenders, including any minimum requirements, are described in detail below.

Variants (alternatives to the model solution described in the tender specifications) are not allowed. The contracting authority will disregard any variants described in a tender.

### **1.4.1. Background and objectives**

#### **Background**

##### *Combating hate speech online*

All forms and manifestations of hatred are incompatible with the EU values and the fundamental rights enshrined in Article 2 of the Treaty and the [EU Charter of Fundamental Rights \(the "Charter"\)](#). Hate speech and hate crime affect not only the individual victims and their communities, causing them suffering and limiting their fundamental rights and freedoms, but also society at large. Hatred generates societal polarisation and silences wide sectors of the population, weakening pluralism and undermining respectful public democratic debates.

The online world has amplified hate speech and its negative effects. At the same time, the right to freedom of expression, as enshrined in the Charter, is one of the pillars of a democratic and pluralistic society and must be strongly protected. Combating hate speech and hate crime is therefore key part of the Commission's action to promote EU values and to ensure that the Charter is upheld.

At EU level, the [2008 Council Framework Decision on combating racism and xenophobia by means of criminal law](#) requires the criminalisation of certain forms of hate speech and hate crimes. In December 2021, the Commission adopted a Communication inviting the Council of

the European Union to include hate speech and hate crime in the list of EU crimes in Article 83(1) TFEU. This would create the legal basis for EU-level criminalisation also of other forms of hate speech and hate crime beyond the racist and xenophobic grounds already covered by the Framework Decision.

To face the surge of hate speech in the EU, in particular after the 7 October 2023 attack by Hamas against Israel and the war that ensued in Gaza, the Commission and the High Representative of the Union for Foreign Affairs and Security Policy adopted on 6 December 2023 a [Joint Communication on “No place for hate: a Europe united against hatred”](#). The Communication sets out a series of actions in a variety of policy areas, to enhance the response to hate speech and hate crime in all its forms.

With a view to prevent and counter the spread of illegal hate speech online, in May 2016, the Commission agreed with Facebook, Microsoft, Twitter and YouTube on a [“Code of conduct on countering illegal hate speech online”](#). Since then, also Instagram, Snapchat, Dailymotion, Jeuxvideo.com, TikTok, LinkedIn, Rakuten Viber and Twitch have joined the Code of conduct. A revised “Code of conduct on countering illegal hate speech online +” (“Code of conduct +”) has been launched on 20 January 2025. The implementation of the Code of conduct is evaluated through a regular monitoring exercise set up in collaboration with a network of civil society organisations, in their role as ‘monitoring reporters’, located in the different EU countries. Using a commonly agreed methodology, these organisations test how the IT companies are implementing the commitments in the Code. In particular, over a period of indicatively six weeks in a year, they send hate speech notifications to online platforms and record the response (e.g. review time, possible removal, feedback to users). This has enabled to monitor the implementation by the platforms part of the Code of conduct of the commitment on the time of review of notices and content moderation actions undertaken. The Code has achieved quick progress, in particular on the swift review and removal of hate speech content<sup>1</sup>. The Code of conduct+ will follow a similar approach (see its Annex 1).

The entry into force of the [Digital Services Act](#) (DSA) since November 2022 had a significant impact also in relation to tackling illegal hate speech online. The DSA sets out requirements in respect of online platform’s terms of services, the establishment of a notice-and-action system and transparency of content moderation policies, including algorithmic decision making. The DSA ensures effective enforcement of EU rules on hate speech and will protect the users’ fundamental rights, including freedom of expression, the right to private life and non- discrimination. The Code of conduct+ complements and strengthens the DSA provisions, e.g. by establishing the 24h turnaround time as limit to review hate speech notifications.

In the light of the changed legal and policy landscape following the adoption of the DSA, the Code of conduct+ is aligned with the requirements of the DSA. The revision of the Code

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<sup>1</sup> In 2016, 40% of notices were reviewed within 24 hours while in the latest monitoring results published in November 2022, these were more than 64%, with peaks of nearly 90% in 2020%. Only 28% of content was removed in 2016, and it has grown up to 71% in 2020. The average removal rate slightly decreased to 62% in 2021 and 63% in 2022. During the 2021 monitoring exercise, IT companies provided for the first time information about measures taken to counter hate speech, including their actions to automatically detect such content.

aimed to add to its existing reactive part (based on notice and action), commitments focused on prevention and on an exchange platform to foster alerts about ongoing trends and risks related to the spread of hate speech.

As announced in the Communication on “No place for hate”, the Commission is strengthening the support to a network of monitoring reporters<sup>2</sup>. This will include a dedicated strand to establish and support a network of monitoring reporters on antisemitic hate speech, as foreseen in the [EU strategy on combating antisemitism and fostering Jewish life \(2021-2030\)](#).

Antisemitism is a serious and widespread manifestations of hate in the EU and manifests in different ways throughout society. It is particularly widespread online and can lead to radicalisation and physical attacks. Antisemitic speech, including public condoning, denial or gross trivialisation of the Holocaust, – both online and offline – that incites violence and hatred is criminalised under the Framework Decision on combating racism and xenophobia. Antisemitic stereotypes, conspiracy myths and disinformation, although not necessarily illegal, are harmful<sup>3</sup>. Since the start of the COVID-19 pandemic, antisemitism on the internet has risen sharply . To tackle this problem effectively, more information is needed on how antisemitic content travels online and on the backgrounds and motivations of those sharing such content. New and innovative methods to address discrimination and antisemitic cyberhate also need to be found.

Under the [Action plan on disinformation](#) and the [European democracy action plan](#) the Commission and the European External Action Service (EEAS) work on analysing and responding to campaigns of disinformation, hate speech, incitement to violence and extremist rhetoric, including through the EEAS East StratCom Task Force. Moreover, the Commission supports the European Digital Media Observatory (EDMO) and its national hubs to increase the capacity of their fact-checkers on disinformation and works with independent organisations to develop counter-narratives, including in non-EU languages (Arab, Hebrew, Russian and Farsi).

## **Objectives of the contract**

The aim of this contract is to strengthen the implementation of the Code of conduct+ and thus contribute to addressing the root causes of hatred in the EU, in particular online. As part of this contract, a number of specific actions will be developed to tackle antisemitism online, in support of the implementation of the EU Strategy on combating antisemitism and fostering Jewish life.

Concretely, the Commission’s overall objectives are to:

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<sup>2</sup> Not to be confused with the legal provisions on “trusted flaggers” under the Digital Services Act.

<sup>3</sup> Since 2017, the Commission has been using the non-legally binding [working definition of antisemitism of the International Holocaust Remembrance Alliance](#) (IHRA definition) as a practical guidance tool and a basis for its work to combat antisemitism. The definition is also adopted and/or endorsed by 25 Member States. It is encouraged that local authorities, regions, cities, and other institutions and organisations also adopt and use the definition

- Develop and feed the content of an **online-based knowledge hub** which contains information, studies, data about hate speech online, toolkits for awareness raising campaigns and includes a repository of hate speech cases.
- Conduct **studies** to map the “ecosystems” of hate speech online. The studies should have a specific focus on most prevalent forms of hate speech, notably antisemitism, anti-Muslim hatred, gender-based hate speech and hatred against LGBTIQ persons, migrants and Roma.
- Create, expand and animate (e.g. through workshops, training and capacity building) a **network of monitoring reporters from civil society organisations** active in countering hate speech, including a sub-network specialised on antisemitism online.
- Coordinate **yearly monitoring activities** of the network of monitoring reporters, in particular to assess the response by online platform signatories of the Code of conduct+ to hate speech notifications received by users.
- Organise an **annual convening** around the 18 June (UN International day for combating hate speech) including representatives of online platform signatories of the Code of conduct+ and relevant civil society organisations.
- Organise **workshops** both in person and online to assist national authorities, in particular law enforcement and prosecutors, to enhance their capacity to investigate and prosecute cases of hate speech or hate crime including on developing enhanced cyber-investigations skills and strategies and measures in the field of de-radicalisation.
- Organise a **hackathon** to facilitate **exchanges between experts** and to develop new innovative ways to combat hate speech online through activities that foster online civility and through counter narrative initiatives, and in particular innovative strategies to combat antisemitism online, by making use of advanced technologies.

The activities under this contract should be divided in two phases, one to be implemented in the first 12 months of the contract and one for the months from 13 to 24. The total duration of the contract is 24 months for the 2 phases and Phase 2 of the contract is subject to 2 renewals of 12 months each.

#### 1.4.2. Detailed characteristics of the purchase

In this section the tasks and related services to be performed are described in more detail.

The following tasks will be conducted during Phase 1 of the contract implementation (first 12 months after the signature of the contract)

##### **Phase 1 – Task 1: Set up of a Steering Group**

A Steering Group involving the Contracting Authority, the contractor and any relevant sub-contractor (as agreed ad hoc jointly by the Contracting Authority and the contractor) will be set up. The group should aim to meet every month for half a day to follow the implementation of the project, monitor the work done and identify/agree on upcoming steps. The Contracting Authority may reserve the right to invite additional concerned services in the Commission. The meeting of the Steering Group is to take place online, as a rule. The Contracting Authority will chair the steering group, while the contractor is responsible for the agenda, content and minutes of the meetings. The contractor is responsible for setting up a document management system in a shared drive to save all relevant documents produced by the Steering Group. Upon initiative of the contractor, the Steering Group will have to approve a risk assessment and risk mitigation policy document.

### **Phase 1 – Task 2: Development of a European online knowledge hub on countering hate speech online**

The contractor is responsible for the design and set up of a knowledge hub on countering hate speech online. In particular:

- The hub is web based and is hosted in the Europa domain<sup>4</sup>.
- The hub should be set up to host research, data and information available on hate speech across the EU. The contractor shall refer to and build upon, among others, the work of the [European Online Hate Lab](#) and engage with the members of that network to enhance synergies.
- The knowledge hub shall enable the upload of content, its categorisation in different sub sections, the sharing of such content with a network of civil society organisations and experts (see Phase 1 – Task 4).
- The knowledge hub should host or be linked to a dedicated online space, with restrictions in access rights, containing a catalogue of cases of alleged hate speech. The data source may include available data collected by the European Commission during the yearly monitoring exercises on the Code of conduct+. The catalogue should be searchable and include the following categories: grounds of hatred (including but not limited to racism, xenophobia, antisemitism, anti-LGBTIQ hate speech, anti-Muslim hatred, antigypsyism, misogyny), action taken by the platforms (removal and non-removal), language of the content, type of content (message, meme or video).
- The contractor is responsible for the design and creation of the online knowledge hub.

### **Phase 1 Task 3: Conduct a pilot study to map the “ecosystems” of hate speech online**

To map the prevalence, availability and amplification of hate speech online and highlight the connection maps that can show the originators and the triggers of hate speech online, the contractor shall:

- Conduct a pilot study during Phase 1, covering at least five EU languages ensuring a good geographical balance, languages and five online platforms (of which two must be signatories of the Code of conduct+). The study should have a specific focus on most prevalent forms of hate speech, to be agreed with the Contracting Authority in the context of the meetings of the Steering Group.
- The study should indicate the main trends of hate speech, the triggers (political events; socio-economic factors; role of platform design etc.) and the platforms most affected.
- Resulting from the research outputs of the study, produce one final report of maximum 25 pages of 2500 characters each divided into three policy briefs, covering periods of 4 months each, which summarise the main findings and showing trends in the different periods.

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<sup>4</sup> [Europa Web Guide - European Commission](#)



**Phase 1 - Task 4:** Create a “network of monitoring reporters” from civil society organisations active on monitoring and reporting hate speech online under the Code of conduct+, including a sub-network of monitoring reporters specialised in identifying and combating antisemitism online.

To ensure support to the monitoring and reporting of hate speech online under the Code of conduct+, including monitoring and reporting specifically on antisemitism online, the contractor shall:

- Establish contacts and connect a network of civil society organisations and reviewers active in all 27 Member States. This network, defined as **“network of monitoring reporters”** shall build and further expand the network of organisations that have contributed to the recent monitoring exercises under the Code of conduct+<sup>5</sup>. The Contracting Authority will provide a list of organisations and contact points and the establishment of the network will be agreed step by step during the meetings of the Steering Group. The network should be composed of maximum 50 organisations, which must cover each of the 27 Member States. Some Member States, due to linguistic or other specificities, can be represented by more than one organisation at the discretion of the tenderer and after approval by the Contracting Authority. Each organisation will have to appoint a contact person, so the contractor will engage with a maximum of 50 contact persons, at least 1 in each Member State. The Contracting Authority will have to validate the network and may suggest amendments to the list, which the contractor is bound to accept.
- Establish a specialised and stand-alone **“sub-network of monitoring reporters on antisemitism”**, composed of maximum thirty-five experts representing a geographical balance of the EU, specialised in identifying and combating antisemitism online. Members of the sub-network of monitoring reporters on antisemitism will be part of the network on monitoring reporters, as relevant and as agreed in the context of the Steering Group.
- The conditions concerning participation and cooperation within the network and sub-network, as well as internal guidance rules or rules of procedure shall be agreed with the Contracting Authority and subsequently made publicly available.
- In the set-up of both networks the tenderer will have to run a very thorough assessment to avoid risks of involving organisations whose activities are in potential violation of EU values or fundamental rights as enshrined in the Treaty and in the Charter of Fundamental Rights of the EU.
- Organise one first in-person meeting of the network of monitoring reporters and one first in-person meeting with the sub-network of monitoring reporters on antisemitism. These two meetings should be organised back-to-back. The meeting shall take place in person in Brussels for a maximum duration of 3 days. The meeting shall involve a maximum of 85 participants altogether travelling to Brussels from all EU Member States. The event logistics includes the renting of a venue, catering and the support to

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<sup>5</sup>See p. 5 of the last report on the implementation of the Code, at this link:

<https://commission.europa.eu/system/files/2022-12/Factsheet%20-%207th%20monitoring%20round%20of%20the%20Code%20of%20Conduct.pdf>

the logistics and travelling of participants. Activities during this meeting may include plenary exchanges, thematic workshop discussions in break out groups, and training sessions and a detailed agenda will be discussed and agreed by the Steering Group.

- Organise one online meeting in Phase 1, subsequent to the first in-person meeting, for both the network of monitoring reporters and the sub-network of monitoring reporters on antisemitism each. The online platform used for this meeting should enable the creation of breakout groups. The duration of the meeting is of maximum one day (from 9:00 to 17:30), with a lunch break of 1,5 hours. A detailed agenda will be discussed and agreed by the Steering Group.
- Ensure the coordination of the activities listed in Phase 1, Task 5 and Phase 2 Task 5 of both the network of monitoring reporters and of the sub-network of monitoring reporters on combating antisemitism, including with the task of responding to queries by the network members, the administrative support that is needed in their work and of sharing relevant information within the network and the sub-network. As part of this work, agree on guidance rules to which each partner in the network and sub network have to adhere and which sets up the main conditions for participating to the network, including the adherence to EU values and fundamental rights enshrined in Article 2 of the Treaty and in the EU Charter of Fundamental Rights.
- Organise one online training session to guide the members of the networks, as relevant, on major developments in reporting and notifying hate speech content to Signatories of the Code of conduct+. The training sessions will also include at least one available representative of each Signatory of the Code of conduct+. Organise one online webinar to connect the network of monitoring reporters and the sub-network on monitoring reporters on antisemitism with the representatives of the European Digital Media Observatory (EDMO) and its national hubs. The objective of this online webinar is to identify pathways of cooperation and to increase the knowledge and capacity of EDMO fact-checkers on disinformation to focus on hateful content and to develop responses and counter-narratives.

#### **Phase 1 – Task 5 Pilot monitoring exercise on the response to hate speech notices by Signatories in the Code of conduct+**

To monitor the response by the online platforms Signatories in the Code of conduct+ to hate speech notifications received by users, the contractor shall:

- Organise one pilot monitoring exercise based on the methodology outlined in the Annex 1 of the Code of conduct+. The aim of the monitoring exercise is to collect information about response time and outcomes of notifications about alleged illegal hate speech received by online platforms as part of their existing reporting systems. The monitoring should involve the network of monitoring reporters created under Task 4 and should run for six consecutive weeks of the year. At the first meeting of the Steering Group established under Task 1, the Contracting Authority will provide additional details on the approach of monitoring activities. The contractor shall envisage to support the work of the organisations carrying out this monitoring exercise.
- Produce a final document containing the list of reports submitted in each monitoring, including information to retrieve the cases and details on the response by the concerned platforms signatory of the Code of conduct+. This document is provided in the form of a shared Excel file.

### **Phase 1 – Task 6 Establish a knowledge committee of legal experts**

The contractor shall set up a knowledge committee of 10 legal experts with expertise on the legal framework of at least five Member States, ensuring a good geographical balance. The legal experts can be called to verify specific instances flagged as part of monitoring activities detailed at Task 5 in both Phase 1 and Phase 2 and disputed by the online platforms, where these do not consider those instances to be illegal as per national law. The legal experts can be asked to run in depth checks to a maximum of hundred cases under the monitoring exercise described in Task 5. The contractor shall coordinate all the activities of this knowledge committee, in terms of resources, time and costs.

### **Phase 1 – Task 7 Organise a hackathon to address antisemitism in the online and digital environment.**

In relation to the specific challenges of antisemitism online, and to facilitate exchanges between experts and to develop new innovative ways to combat antisemitism in the online and digital environment, the contractor shall:

- Organise a one-off hackathon in the form of an in-person conference which should take place in Brussels involving a maximum of 200 participants over 2 days. 170 participants will have to be selected ensuring a good geographical balance, representative of all the 27 Member States. The majority of the participants will be travelling from within all EU Member States, while a maximum of 30 may be travelling from non-EU countries, notably the United States, the United Kingdom, Israel and Australia.
- In agreement with the Steering Group, the contractor will identify a list of participants, aiming at involving a wide range of experts who can find solutions and innovative ways to address antisemitism in the rapidly changing digital environments.
- The hackathon should aim at involving the newest technologies, including Artificial Intelligence and algorithms that could be able to continuously scrape online platforms to identify antisemitic content. The goal is to make better use of technologies already existing in the field of combatting antisemitic online content and develop new ways to address antisemitism.
- The contractor is responsible for finding and booking a suitable venue in Brussels in month of October/November that can accommodate guests and technical requirements (e.g. adequate seating, breakout rooms, AV equipment, and high-speed internet access). Additionally, the contractor will handle travel arrangements for participants traveling from within the EU Member States, as well as for up to 30 participants from non-EU countries. Accommodation arrangements must also be managed for all attendees. The contractor should also take care of providing meals and refreshments for the duration of the conference.
- The contractor will work closely with the Steering Group to identify and invite a diverse range of participants who are experts in fields related to combating antisemitism online. It will effectively communicate and coordinate with the participants regarding travel, accommodation, and event details. The event planning will include developing a detailed agenda with keynote speeches, panel discussions, workshops, and breakout sessions. The contractor should also coordinate and ensure the setup of necessary equipment and materials for workshops.
- The contractor should take care of on-site support and management during the hackathon and provide event staff for registration, information desks, technical support, evaluation and general assistance.

- Upon completion of the event, the contractor shall submit a report to the Contracting Authority of maximum 5 pages outlining the fulfilment of this deliverables.

#### Phase 1 – Task 8 Progress report

The contractor will share with the Contracting Authority a draft progress report one month before the end of Phase 1. The report will summarise the main activities undertaken during Phase 1 and their main outputs. The Contracting Authority has 2 working weeks to provide input to the contractor. The progress report should be no longer than 15 pages.

The following tasks are to be implemented in Phase 2 of the contract (months 13- 24), based on the positive evaluation by the Contracting Authority of the results of phase 1 as presented in the progress report :

**Phase 2 Task 1:** The activities of the Steering Group should continue in line with Phase 1 Task 1.

**Phase 2 Task 2:** Feeding the content of the online knowledge hub.

- The contractor should ensure that twenty reports or research outputs are uploaded in the online knowledge hub on a yearly basis after input and agreement by the Steering Group, and that they overall cover at least five different Member States and five different languages of the EU.
- A selection of maximum 2000 cases will have to be made, including by using data sources provided by the Contracting authority and based on previously conducted monitoring activities. The first period of reference of cases is 2018-2022. The first 1000 cases are uploaded and categorised within 6 months and an additional 1000 within the remaining 6 months. The contractor should organise the data in the most suitable way and the progress of this particular activity shall be discussed at the regular Steering Group meetings.

**Phase 2 Task 3:** Regular data analysis on “ecosystems” of hate online.

The contractor shall produce a yearly study with the same characteristics of the pilot study produced in Phase 1 Task 3, yet focusing on different Member States and languages and taking into account the feedback and improvements suggested by the Steering Group.

In addition, and to address the specific challenges of antisemitism online the contractor shall:

- Conduct a data analysis to specifically address the spread of antisemitism in the online sphere. The data analysis shall be conducted jointly with the sub-network of monitoring reporters on antisemitism complemented by additional 5 experts from academia and online platforms. The data analysis should also focus on the scale of antisemitic content shared online in the EU Member States, on how such content can be identified in a minimal amount of time and how such content can be efficiently removed.

- Conduct a network analysis within the framework of the data analysis, to make it possible to identify 'rhetorical communities of hate' that spread antisemitic content, including as operating in "dark patterns" or closed groups (in full respect of data protection rules).
- Produce a monitoring report of maximum 25 pages excluding annexes, in the form of a bulletin on antisemitism online that covers two periods of 6 months and compare the evolutions over time. The analysis should cover different forms of antisemitism, user behaviour in creating or sharing this type of content, and analysis of how content is shared or multiplied across platforms.

**Phase 2 Task 4: Ensure the engagement of the network of monitoring reporters and the sub-network on monitoring reporters on antisemitism.**

- Organise one yearly in-person meeting of the network of monitoring reporters (85 participants maximum, including the 50 representatives of the network of monitoring reporters) as well as one for the sub-network of monitoring reporters on antisemitism (50 participants maximum, including the 35 members of the sub-network). These two meetings are not necessarily to be consecutive.
- The meetings of the network of monitoring reporters can be expanded to academic experts and the meeting of the sub-network of monitoring reporters on antisemitism can be expanded also to representatives of international Jewish organisations and national Jewish communities in the EU and members of the network of monitoring reporters. The final list of participants of both meetings shall be agreed by the Steering Group.
- Organise one online meeting per year for network of monitoring reporters and one online meeting per year for the sub-network of monitoring reporters on antisemitism. The final list of participants of both meetings shall be agreed by the Steering Group. The focus of the meeting will principally concern the main developments in forms of antisemitism online and links with disinformation.
- The online meetings of the network of monitoring reporters on antisemitism shall take into account the spread of antisemitic hate speech amongst the youth and possible radicalisation campaigns. Moreover, the meetings shall specifically address the developments on both illegal forms of antisemitism, such as antisemitic hate speech or Holocaust denial, and legal but harmful forms of antisemitism, such as stereotypes, conspiracy myths, Holocaust trivialisation, and disinformation.
- The network of monitoring reporters should be expanded to cover any gaps in coverage of Member States and after indications by the Steering Group in cases where any member of the network needs to be replaced. The overall number of organisations part of the network should not change. In the event an organisation involved in the network is considered having acted against EU values or fundamental rights as enshrined in the Treaty and in the Charter of Fundamental Rights of the EU, the Contracting Authority in cooperation with the Steering Group can ask for an immediate suspension of that organisation, which the tenderer is bound to implement with immediate effect.
- Organise a yearly meeting online of network of monitoring reporters as well as the sub-network on monitoring reporters on antisemitism with representatives of the EDMO network to take stock of the cooperation established since Phase 1 and identify ways of enhancing such cooperation in the months that follow the meeting.

**Phase 2 Task 5: Organise yearly monitoring activities involving the network of monitoring reporters and the sub-network of monitoring reporters on antisemitism.**

- Organise yearly monitoring activities following the approach of Task 5 in Phase 1. These activities will also involve the knowledge committee of legal experts as per Phase 1 – Task 6, as relevant. The contractor will have to take into account any recommendation for improvements by the Steering Group, without modifying the main features of this exercise.
- Organise one online training session to guide the network of monitoring reporters, on major developments in reporting and notifying hate speech content to Signatories of the Code of conduct+. The training sessions will also include at least one available representative of each Signatory of the Code of conduct+. The training shall be open to the sub-network of monitoring reporters on antisemitism, as relevant. The online training session will need to be scheduled ahead of the monitoring activities.
- As part of this task, the contractor should also organise dedicated yearly monitoring activities for the sub-network of monitoring reporters on antisemitism, who must perform monitoring activities with the aim of flagging antisemitic content of 2 months (8 weeks) per year involving the organisations in the sub-network. These monitoring activities can follow a methodology discussed and agreed with the sub-network during Phase 1 and agreed by the Steering Group and do not need to align with Annex 1 of the Code of conduct+.
- During the first year of Phase 2 and based on content detected by the monitoring reporters on antisemitism during the monitoring activities, establish an online dictionary in 5 EU languages (French, German, Polish, Spanish and Italian) in digital format (i.e. a page available online) summarising the main code and words used to express antisemitism online. The final choice of languages will be confirmed by the Steering Group. The dictionary should be updated after each monitoring exercise, (including during subsequent renewals of Phase 2) to reflect any change in the political/social/cultural context and the development of new code words to express antisemitic speech.

**Phase 2 – Task 6: Organise an annual convening around the 18 June (UN International day for countering hate speech).**

To convene relevant stakeholders concerning online hate speech annually, the contractor shall:

- Organise an annual convening event gathering 120 participants including representatives of the online platform signatories of the Code of conduct+ and relevant civil society organisations, including the network of monitoring reporters and the sub-network of monitoring reporters on antisemitism. The final list of participants will be agreed by the Steering Group. The convening would take place in Dublin over 3 days, with facilitated and parallel working sessions (the reason for having Dublin as venue location is to be as close as possible to the headquarters and staff of many online platforms signatories of the Code of conduct+).



- Take care of all the logistics of the event, including renting of the venue, accommodation, travel to and from Dublin for up to 100 participants coming from all 27 Member States, and catering over the three days.
- Liaise with Council of Europe unit responsible for hate speech to ensure the mobilisation of the network of experts and civil society organisations in anticipation of and during the UN International Day for countering hate speech.
- Prepare the agenda and invite the speakers, in agreement with the Steering Group.
- Follow DG Justice and Consumers indications on the visual identity for communication material and social media posts, in line with the European Commission guidelines on visuals. Any communication material produced and to be made publicly available will need a validation by the communication team in DG Justice and Consumers.

**Phase 2 - Task 7: Organise workshops to support national authorities in their investigation and prosecution of hate speech and hate crime, including to enhance cyber investigation skills.**

To support national authorities to better understand, prevent, and respond to hate speech on the ground, the contractor shall:

- Organise five workshops in five Member States in the course of one year - chosen by the Contracting Authority and agreed with the contractor in the context of the Steering Group. Indicatively, during the first year of Phase 2 these workshops should take place in Lisbon, Rome, Warsaw, Budapest and Paris. The exact locations will be confirmed by the Steering Group. Different Member States would be chosen for the renewals of Phase 2 (year 2 and 3 of Phase 2). The workshops will take place in person, last for maximum 1,5 days and involve maximum 40 participants, including maximum five experts coming from outside the hosting Member States and travelling from another EU country (for the first year of phase 2, experts could indicatively travel from Belgium, the Netherlands and Poland – to be confirmed by the Steering Group).
- Cover the costs of travel, accommodation, venue and catering for the duration of the workshops.
- Schedule the events and prepare the agenda and manage the invitations.

The topic of the workshops may differ and involve different areas of work on countering hate speech and hate crime. Depending on the national context and expressed needs of national authorities, workshops may focus on only one, or several areas at a time, such as data collection, support to victims, or cyber investigations tools to investigate cases of hate speech online.

**Phase 2 - Task 8: Organise multidisciplinary exchanges and collaboration on online civility, counter narratives and methods to support persons who became part of hateful groups and narratives.**

To increase knowledge on the root causes of all kinds of hate speech and allow exchanges between experts to develop innovative ways to address hateful behaviours online, the contractor shall:

- Organise two workshops involving maximum 50 experts (25 experts per workshop), held online.
- The workshops should focus on developing innovative approaches to address hateful biases in online groups and communities and their affiliated through a multidisciplinary approach. These will involve a discussion and exchange of good practices and successful approaches among experts, mental health specialists, civil society organisations working with victims as well as representative of social services.
- The tools and experiences collected as part of Task 8 would feed and be stored in the knowledge hub created under Task 2.

To support positive narratives and good practices on countering hateful behaviours especially leading to antisemitism, the contractor shall:

- Organise three workshops on preventing antisemitism, hate speech and disinformation. The three workshops should be specifically held on three separate topics:
  - i. A workshop bringing together experts and stakeholders in the field of Artificial Intelligence to further explore the possibility of tackling biases in AI algorithms. Moreover, a proactive approach should also be investigated to better integrate positive messages and counternarratives with respect to antisemitic stereotypes. This workshop should also build on the recommendation of the hackathon implemented as part of Phase 1 – Task 8.
  - ii. A workshop with specific focus on youth, with participants from different backgrounds (including Jewish and Muslim or with Arab background) can learn about their cultural similarities as well as how to approach possibly false information or hate speech online. This workshop could promote tolerance and positive examples by educating about the cultural backgrounds and similarities between different ethnicities and religions. It should particularly focus on the similarities between Jewish and Muslim communities.
  - iii. A workshop should also focus on how to detect disinformation, hate speech and what measures citizens can take to combat them. It should also include information on what legal remedies and other measures citizens can take if they fall victim of hate speech.
- All three workshops should consist of maximum 40 participants per workshop ensuring a good geographical balance of the 27 EU Member States, with expertise related to the topic of each workshop. The workshops should be organised in person, in an EU city sufficiently well connected to a major European airport (within one hour from the conference venue). Each workshop must be held for the duration of maximum two days. Adequate security protection should be provided for workshops.
- The contractor is expected to handle logistics concerning selecting and booking suitable venues in the selected city, scheduling the workshops, and managing the invitations in liaison with the Contracting Authority.



- The contractor is expected to organise travel and accommodation arrangements for each workshop, along with local transportation and catering services, are also within the contractor's responsibilities.

### **Phase 2 Task 9: Final activity report**

The contractor will share with the Contracting Authority a draft activity report two months before the end of the first year of Phase 2. The report will summarise the main activities undertaken during Phase 1 and the first year of Phase 2 and their main outputs. The Contracting Authority has 3 working weeks to provide input to the contractor. Such input will be included in the final activity report. The final report should be no longer than 30 pages.

#### **1.4.3. Deliverables**

In light of the tasks and specific activities outlined in sections 1.4.1 and 1.4.2, the following deliverables are expected:

Under Phase 1, which runs from month 1 to month 12 of the contract, starting upon signing of the contract, the following deliverables are expected:

Deliverable 1.1: Setting up of a Steering group, comprising the contractor, any relevant sub-contractors and the Contracting authority.

Deliverable 1.2. Organisation of 12 online Steering group meetings, at monthly intervals, for half a day each, including the agenda, content and minutes of the meetings.

Deliverable 1.2.1: Setting up a document management system in a shared drive, which should contain all relevant documents produced by the Steering Group, including minutes and agenda of meetings.

Deliverable 2.1: Development of a test version of a web-based knowledge hub on countering hate speech online, with features that enable the hosting of research, data and information available on hate speech across the EU.

Deliverable 2.2: Online version of the knowledge hub that allows uploading of content, categorisation according to sub-sections, cataloguing specific cases, and sharing of such information with a network of civil society organisations.

Deliverable 3: One report of maximum 25 pages, divided into three policy briefs, summarising the main findings of the pilot study mapping “ecosystems” of hate speech online.

Deliverable 4.1: A network of maximum fifty monitoring reporters from civil society organisations active on monitoring and reporting hate speech online under the Code of conduct+.

Deliverable 4.2: A sub-network of monitoring reporters on antisemitism composed of at least thirty-five experts specialised on identifying and combatting antisemitism online within the framework of the network of monitoring reporters.

Deliverable 4.3 Memorandum of understanding for adherence to the network and the sub-network, including respect of EU values and fundamental rights.

Deliverable 4.4: One in-person meeting of the monitoring reporters, and one in-person meeting of the sub-network of monitoring reporters on antisemitism.

Deliverable 4.5: One online meeting of the monitoring reporters, and one online meeting of the sub-network of monitoring reporters on antisemitism.

Deliverable 4.6: One online training session for the network of monitoring reporters including the sub-network of monitors as relevant, to focus on major developments in reporting and notifying hate speech.

Deliverable 4.7: One online webinar to connect the network of monitoring reporters and the sub-network of monitoring reporters on antisemitism with the European Digital Media Observatory (EDMO).

Deliverable 5.1: One pilot monitoring exercise based on the methodology outlined in the Code of conduct+ Annex 1.

Deliverable 5.2: One document containing the list of reports submitted in the monitoring exercise under Deliverable 5.1, in form of a shared Excel file.

Deliverable 6: A knowledge committee of 10 legal experts with expertise on the legal framework on hate speech and hate crime, in at least five Member States.

Deliverable 7.: One in-person hackathon to address antisemitism, with maximum 200 participants over 2 days.

Deliverable 8.: Progress report Upon completion of the deliverables for Phase 1 (months 1-12), there will be a first interim payment. The contractor will submit an invoice for the interim report accompanied by the progress report summarising the results of the implementation of Phase 1.

The following deliverables are to be implemented in Phase 2 of the contract (months 13 - 24):

Deliverable 9: 12 Steering group meetings as per Deliverable 1.2.

Deliverable 10.1: 20 research publications uploaded on the knowledge hub over 1 year, covering at least 5 Member States and 5 languages, including those produced under Deliverable 3 and 10.1.

Deliverable 10.2.: A repository of 2000 hate speech cases, duly categorised.

Deliverable 11.1: One study, divided into three policy briefs covering a period of 4 months each, in line with the pilot study under deliverable 3, focusing on different Member States and different languages than the previous pilot study (with each renewal of Phase 2, it shall focus on different Member States and languages)

Deliverable 11.2: Two monitoring reports on antisemitism online, each covering a period of 6 months.

Deliverable 12.1: One yearly in-person meeting of the network of monitoring reporters (85 participants maximum, including the 50 representatives of the network of monitoring reporters).

Deliverable 12.2: One yearly in-person meeting of the sub-network of monitoring reporters on antisemitism (80 participants maximum, including the 35 members of the sub-network).

Deliverable 12.3: One online meeting of the monitoring reporters, and one online meeting of the sub-network of monitoring reporters on antisemitism.

Deliverable 12.4: One online meeting of network of monitoring reporters as well as the sub-network on monitoring reporters on antisemitism with representatives of the EDMO network to take stock of the cooperation established since Phase 1.

Deliverable 13.1: One monitoring exercise in line with deliverable 5.1 under Phase 1.

Deliverable 13.1.2: One online training session to guide the network of monitoring reporters, and sub-network as relevant, on major developments in reporting and notifying hate speech content to Signatories of the Code of conduct+.

Deliverable 13.2: One yearly monitoring activity for the sub- network of monitoring reporters on antisemitism, with the aim of flagging antisemitic content for a duration of 2 months (8 weeks).

Deliverable 13.2.1: An online dictionary in digital format containing the code words used to express antisemitic ideas in at least 5 EU languages, and its regular updating after each monitoring exercise (including during possible renewals of Phase 2).

Deliverable 14: One in-person event in Dublin gathering around 18 June (UN international day for countering hate speech).

Deliverable 15: Five in-person workshops in five Member States for national authorities to support the investigation and prosecution of hate speech and hate crime.

Deliverable 16.1: Two online workshops focused on developing innovative approaches to address hateful biases and strategies in the area of counter narratives.

Deliverable 16.2: Three in-person workshops on preventing antisemitism, hate speech and disinformation.

Deliverable 17.1: Draft final activity report.

Deliverable 17.2: Final activity report

Upon completion of the tasks listed under Phase 2 by the contractor, and after completion and approval of the final activity report, a second and final payment will be envisaged.

Phase 1 – months 1-12		Indicative timeline (month x (MX) after signature of the contract) <sup>6</sup>
<b>Phase 1 Task 1</b> Set up of a Steering Group	1.1: Setting up of a Steering group, comprising the contractor, any relevant sub-contractors and the Contracting authority.	M1
	1.2. Organisation of 12 online Steering group meetings, at monthly intervals, for half a day each, including the agenda, content and minutes of the meetings.	M1-12
	1.2.1: Setting up a document management system in a shared drive, which should contain all relevant documents produced by the Steering Group, including minutes and agenda of meetings.	M1
<b>Phase 1 Task 2</b> Development of a European online knowledge hub	2.1: Development of a test version of a web-based knowledge hub on countering hate speech online, with features that enable the hosting of research, data and information available on hate speech across the EU.	M3
	2.2: Online version of the knowledge hub that allows uploading of content, categorisation according to sub-sections, cataloguing specific cases, and sharing of such information with a network of civil society organisations.	M4
<b>Phase 1 Task 3</b> Conduct a pilot study on hate speech online	3: One report of maximum 25 pages, divided into three policy briefs, summarising the main findings of the pilot study mapping “ecosystems” of hate speech online.	M4
<b>Phase 1 Task 4</b> Create a network of monitoring reporters	4.1: A network of maximum fifty monitoring reporters from civil society organisations active on monitoring and reporting hate speech online under the Code of conduct+.	M2
	4.2: A sub-network of monitoring reporters on antisemitism composed of at least thirty-five experts specialised on identifying and combatting antisemitism online within the framework of the network of monitoring reporters.	M5
	4.3 Memorandum of understanding for adherence to the network and the sub-network, including respect of EU values and fundamental rights.	M2
	4.4: One in-person meeting of the monitoring reporters, and one in-person meeting of the sub-network of monitoring reporters on antisemitism.	M4, M6
	4.5: One online meeting of the monitoring reporters, and one online meeting of the sub-network of monitoring reporters on antisemitism.	M8, M10
	4.6: One online training session for the network of monitoring reporters including the sub-network of monitors as relevant, to focus on major developments in reporting and notifying hate speech.	M8

<sup>6</sup> The tenderer may propose a different timeline, as appropriate. In any event, in the phase of execution of the contract any deadline for delivery should be clarified and agreed by the Contracting Authority as fixed dates.

	4.7: One online webinar to connect the network of monitoring reporters and the sub-network of monitoring reporters on antisemitism with the European Digital Media Observatory (EDMO).	M9
<b>Phase 1 Task 5</b> Pilot monitoring exercise on the response to hate speech notices	5.1: One pilot monitoring exercise based on the methodology outlined in the Code of conduct+.	M3
	5.2: One document containing the list of reports submitted in the monitoring exercise under Deliverable 5.1, in form of a shared Excel file.	M4
<b>Phase 1 Task 6</b> Establish a knowledge committee of legal experts	6: A knowledge committee of 10 legal experts with expertise on the legal framework on hate speech and hate crime, in at least five Member States.	M3
<b>Phase 1 Task 7</b> Organise a hackathon	7: One in-person hackathon to address antisemitism, with maximum 200 participants over 2 days.	M10
<b>Phase 1 Task 8</b> Progress report	8: Progress report	M11
<b>Phase 2 – months 13-24</b> <b>All tasks of Phase 2 are subject to 2 renewals of 12 months each</b>		
<b>Phase 2 Task 1</b> The activities of the Steering Group	9: 12 Steering group meetings as per Deliverable 1.2	M13-M24
<b>Phase 2 Task 2</b> Feeding the content of the online knowledge hub	9.1: 20 research publications uploaded on the knowledge hub over 1 year, covering at least 5 Member States and 5 languages, including those produced under Deliverable 3 and 10.1.	M13-24
	9.2.: A repository of 2000 hate speech, duly categorised.	M19
<b>Phase 2 Task 3</b> Regular data analysis on “ecosystems” of hate online	10.1. One study, divided into three policy briefs covering a period of 4 months each, in line with the pilot study under deliverable 3, focusing on different Member States and different languages than the previous pilot study.	M13-M24
	10.2: Two monitoring reports on antisemitism online, each covering a period of 6 months.	M19-M24
<b>Phase 2 Task 4</b> engagement of the network and sub-network of monitoring reporters	11.1 One yearly in-person meeting of the network of monitoring reporters (85 participants maximum, including the 50 representatives of the network of monitoring reporters).	M16
	11.2: One yearly in-person meeting of the sub-network of monitoring reporters on antisemitism (80 participants maximum, including the 35 members of the sub-network).	M16
	11.3: One online meeting of the monitoring reporters, and one online meeting of the sub-network of monitoring reporters on antisemitism.	M19
	11.4: One online meeting of network of monitoring reporters as well as the sub-network on monitoring reporters on antisemitism with representatives of the	M22

	EDMO network to take stock of the cooperation established since Phase 1.	
<b>Phase 2 Task 5</b> Organise yearly monitoring activities	12.1: One monitoring exercise in line with deliverable 5.1 under Phase 1.	M13-M15
	12.1.2: One online training session to guide the network of monitoring reporters, and sub-network as relevant, on major developments in reporting and notifying hate speech content to Signatories of the Code of conduct+.	M13
	12.2: One yearly monitoring activity for the sub- network of monitoring reporters on antisemitism, with the aim of flagging antisemitic content for a duration of 2 months (8 weeks).	M17-M19
	12.2.1: An online dictionary in digital format containing the code words used to express antisemitic ideas in at least 5 EU languages, to be updated regularly after each round of monitoring exercises	M19
<b>Phase 2 Task 6</b> Annual convening around the 18 June	13: One in-person event in Dublin gathering around 18 June (UN international day for countering hate speech).	M13
<b>Phase 2 Task 7</b> Organise workshops to support national authorities	14: Five in-person workshops in five Member States for national authorities to support the investigation and prosecution of hate speech and hate crime.	M14-M22
<b>Phase 2 Task 8</b> Organise exchanges on online civility, counter narratives and support methods	15.1: Two online workshops focused on developing innovative approaches to address hateful biases and strategies in the area of counter narratives.	M14-M22
	15.2: Three in-person workshops on preventing antisemitism, hate speech and disinformation	M14-M22
<b>Phase 2 Task 9</b> Final activity report	16.1: A draft final report summarising main activities undertaken during Phase 1 and the first year of Phase 2.	M22
	16.2 A final report summarising the main activities undertaken during Phase 1 and the first year of Phase 2	M24

### 1.5. Place of performance: where will the contract be performed?

The services will be performed at the following locations:

- the contractor's premises.
- Online (platforms that allow for working groups, chat, parallel sessions, forum, Q&A, survey etc.)
- Brussels, or any other location suitable for undertaking the activities under Phase 1 – Task 1 (as relevant, when not held online), Phase 1 – Task 4, Phase 1 – Task 7, Phase 2 – Task 4, Phase 2 – Task 6, Phase 2 – Task 7, Phase 2 – Task 8.

- Dublin

### **1.6. Nature of the contract: how will the contract be implemented?**

The procedure will result in the conclusion of a direct contract. In direct contracts all the terms governing the provision of the services, supplies or works are defined at the outset. Once signed, they can be implemented directly without any further contract procedures.

Tenderers need to take full account of the full set of procurement documents, including the provisions of the draft contract as the latter will define and govern the contractual relationship to be established between the contracting authority and the successful tenderer. Special attention is to be paid to the provisions specifying the rights and obligations of the contractor, in particular those on payments, performance of the contract, confidentiality, and checks and audits.

👉 Please be aware that if a tenderer to whom the contract is awarded (any of the group members in case of a joint tender) has established debt(s) owed to the Union, the European Atomic Energy Community or an executive agency when the latter implements the Union budget, such debt(s) may be offset, in line with Articles 101(1) and 102 of [Regulation - EU, Euratom - 2024/2509 - EN - EUR-Lex \(europa.eu\)](#)<sup>7</sup> and the conditions set out in the draft contract, against any payment due under the contract. The contracting authority will verify the existence of overdue debts of the successful tenderer (any of the group members in case of a joint tender), and, if any such debt is found, will inform the tenderer (the group leader in case of a joint tender who will then have the obligation to inform all other group members before signing the contract) that the debt(s) may be offset against any payment under due the contract.

### **1.7. Volume and value of the contract: how much do we plan to buy?**

The maximum total estimated amount of all purchases under this call for tenders is indicated under Section 2.1.3 of the contract notice. The volume/values of the purchases over the total maximum duration of the contract (4 years) is maximum 4.400.000 EUR.

The initial contract will be concluded for a duration of 24 months (in 2 phases of 1 year each), with a total maximum estimated budget of 2.100.000 EUR for this duration (maximum amount of 950.000 EUR for phase 1 and maximum amount of 1.150.000 EUR for phase 2)".

There will be a possibility to extend the phase 2 of the contract, which can be subject to 2 renewals of 12 months each.

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<sup>7</sup> REGULATION (EU, Euratom) 2024/2509 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 23 September 2024 on the financial rules applicable to the general budget of the Union (recast)

Within three years following the signature of the contract resulting from the current call for tenders, the contracting authority may use the negotiated procedure under point 11.1.e of Annex 1 to the Financial Regulation to procure new services from the contractor up to a maximum of 50 % of the initial contract value. These services would consist in the repetition of similar services entrusted to the contractor and would be awarded under the same conditions and criteria as the ones of the direct contract.

### **1.8. Duration of the contract: how long do we plan to use the contract?**

The contract resulting from this call for tenders will be concluded for Phase 1 and Phase 2 for at most 24 months with a possibility to renew the tasks envisaged during Phase 2 two times for a period of 12 months each. The details of the initial contract duration and possible renewals are set out in the draft contract.

### **1.9. Electronic exchange system: can exchanges under the contract be automated?**

For all exchanges with the contractor during the implementation of the contract resulting from this call for tenders as well as for future possible subsequent proceedings, including, but not limited to, for the purposes of EDES ([European Union's Early Detection and Exclusion System](#)), the contracting authority may use an electronic exchange system meeting the requirements of Article 151 of the Financial Regulation. At the request of the contracting authority, the use of such a system shall become mandatory for the contractor at no additional cost for the contracting authority. Details on specifications, access, terms and conditions of use will be provided in advance.

### **1.10. Security**

When performing tasks for the contracting authority in execution of the contract, the contractor and its personnel shall comply with the contracting authority's applicable security requirements.

For the Commission (and, when relevant - for the Executive Agencies), the applicable security requirements include:

- ✓ [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission, its subsequent versions, its implementing rules (as adapted from time to time) and the corresponding security standards, guidelines and notices;
- ✓ The documents available under the following link: [https://ec.europa.eu/info/files/security-standards-information-systems\\_en](https://ec.europa.eu/info/files/security-standards-information-systems_en)

Any financial burden for complying with the security measures (e.g. security background checks, security clearance etc.) will be entirely at the expense of the contractor and not of the contracting authority.

The contracting authority reserves the right to require any person involved in the provision of the services under a given project to attend security briefings or training given by the contracting authority, and/or to sign a security statement.



Should the contractor, during the performance of the tasks, which are the subject of the contract, need remote access to any communication and information system of Commission or data sets processed therein, one of the two following approaches should be observed:

- 1) Contractor's personnel is granted remote access to any communication and information system of the Commission or data sets processed therein, without being provided with Commission IT equipment. In this case the Contractor shall be requested to comply with security rules referred to in Article 6(5) of the Commission Decision (EU, Euratom) 2017/46 of 10 January 2017. This entails prior authorisation, which shall be granted on the basis of a formal request for network access service "Remote Access for Companies", and approval process, which takes on average 4-6 weeks. The outcome of the approval, i.e. the Interconnection Security Agreement, shall be valid for a specified duration linked to the contract and shall be obtained before the connection is activated. The formal request is initiated by the concerned Directorate-General or service of the Commission and based on the risk assessment with the focus on nature and sensitivity of the tasks to be performed remotely and the security needs of each accessed communication and information system.

During the authorisation process the contractor is asked to describe relevant organisational, physical, logical and network security measures in order to provide reasonable assurance that the risks are adequately and systematically covered at a level equivalent to the Commission Decision (EU, Euratom) 2017/46 of 10 January 2017, its implementing rules and corresponding security standards. The authorisation process may impose additional security requirements as a prerequisite for approval, in order to protect the Commission's communication and information systems and networks from the risks of unauthorised access or other security breaches. No remote access will be possible in this context without having in place an approved Interconnection Security Agreement (formerly called a security convention).

Contractors and service providers may be required to comply with the baseline security measures published by the Commission at Standards&Procedures ([https://ec.europa.eu/info/files/security-standards-information-systems\\_en](https://ec.europa.eu/info/files/security-standards-information-systems_en)).

- 2) Contractor's personnel use Commission IT equipment (normally a laptop PC) and connects to the Commission's internal network via the remote access service for Commission staff. In this case, contractors are required to put in place minimum security measures in order to mitigate risks to the security of Commission information during the fulfilment of the contracted services. These measures focus mainly on the confidentiality and integrity of Commission equipment and information. The baseline security measures for contractors in the context of remote service delivery are available for consultation at the internet address: [https://ec.europa.eu/info/files/security-standards-information-systems\\_en](https://ec.europa.eu/info/files/security-standards-information-systems_en). These rules apply to service providers working on contractor's premises or in home offices, where permitted by the specific contract. This baseline does not cover service providers accessing non-Commission systems, such as contractors' development environments. When the contractor undertakes to follow these controls in the contract, access is permitted without an additional Interconnection Security Agreement (security convention).

## **2. GENERAL INFORMATION ON TENDERING**

### **2.1. Legal basis: what are the rules?**

This call for tenders is governed by the provisions of the Financial Regulation.

The contracting authority has chosen to award the contract resulting from this call for tenders through an open procedure pursuant to Article 167(1) (a) of the Financial Regulation. In an open procedure any interested economic operator (any natural or legal person who offers to supply products, provide services or execute works) may submit a tender.

### **2.2. Entities subject to restrictive measures and rules on access to procurement: who may submit a tender?**

Tenderers must ensure that no involved entities (see Section 2.4) nor any subcontractors, including those which do not need to be identified in the tender (see Section 2.4.2), are subject to [EU restrictive measures](#) adopted under Article 29 of the Treaty on the European Union (TEU) or Article 215 of the Treaty on the Functioning of the EU (TFEU)<sup>8</sup>, consisting of a prohibition to make available or transfer funds or economic resources or to provide financing or financial assistance to them directly or indirectly, or of an asset freeze. The prohibition applies throughout the whole performance of the contract.

Participation in this call for tenders is open on equal terms to all natural and legal persons coming within the scope of the [Treaties](#), as well as to international organisations.

It is also open to all natural and legal persons established in a third country provided that it has a special agreement with the European Union in the field of public procurement on the conditions laid down in that agreement.

As the Agreement on Government Procurement<sup>9</sup> concluded within the World Trade Organisation applies, the participation to this call for tenders is also open to all natural and legal persons established in the countries that have ratified this Agreement, on the conditions laid down therein.

The rules on access to procurement do not apply to entities on whose capacity tenderers rely to fulfil the selection criteria nor to subcontractors. Subcontracting may not be used with the intent or effect to circumvent the rules on access to procurement.

To enable the contracting authority to verify the access, each tenderer must indicate its country of establishment (in case of a joint tender – the country of establishment of each group member) and must present the supporting evidence normally acceptable under the law of that country. The same document(s) could be used to prove the country/-ies of establishment and the delegation(s) of the authorisation to sign, as described in Section 4.3.

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<sup>8</sup> Please note that the EU Official Journal contains the official list and, in case of conflict, its content prevails over that of the [EU Sanctions Map](#).

<sup>9</sup> [https://www.wto.org/english/tratop\\_e/gproc\\_e/gp\\_gpa\\_e.htm](https://www.wto.org/english/tratop_e/gproc_e/gp_gpa_e.htm).

### 2.3. Registration in the Participant Register: why register?

Any economic operator willing to participate in this call for tenders must be registered in the [Participant Register](#) - an online register of organisations and natural persons (participants) participating in calls for tenders or proposals of the European Commission and other EU institutions/bodies.

On registering each participant obtains a Participant Identification Code (PIC, 9-digit number), which acts as its unique identifier in the Participant Register. A participant needs to register only once – the information provided can be further updated or re-used by the participant in other calls for tenders or calls for proposals of the European Commission and other EU institutions/bodies.

🔔 **Each participant needs to ensure that its SME status in the Participant Register is registered and kept up to date.**

At any moment during the procurement procedure, the Research Executive Agency Validation Services (hereafter *the EU Validation Services*) may contact the participant and ask for supporting documents on legal existence and status and financial capacity. The requests will be made through the register's messaging system to the e-mail address of the participant's contact person indicated in the register. It is the responsibility of the participant to provide a valid e-mail address and to check it regularly. The documents that may be requested by *the EU Validation Services* are listed in the [EU Grants and Tenders Rules on Legal Entity Validation, LEAR appointment and Financial Capacity assessment](#).

🔔 **Please note that a request for supporting documents by the *EU Validation Services* in no way implies that the tenderer has been successful.**

### 2.4. Ways to submit a tender: how can economic operators organise themselves to submit a tender?

Economic operators can submit a tender either as a sole economic operator (sole tenderer) or as a group of economic operators (joint tender)<sup>10</sup>. In either case subcontracting is permitted.

Tenders must be drawn and submitted in complete independence and autonomously from the other tenders. A declaration in this regard by each tenderer (in case of a joint tender, by the group leader) shall be requested.

A natural or legal person cannot participate at the same time and within the same procedure either as member of two or more groups of economic operators or as a sole tenderer and member of another group of economic operators. In such case, all tenders in which that person has participated, either as sole tenderer or as member of a group of economic operators, will be rejected.

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<sup>10</sup> Each economic operator participating in the joint tender is referred to as “group member”.

Economic operators linked by a relationship of control or of association (e.g. belonging to the same economic/corporate group) are allowed to submit different and separate tenders provided that each tenderer is able to demonstrate that its tender was drawn independently and autonomously.

A natural or legal person may act as subcontractor for several tenderers as long as the tenders are drawn and submitted in complete independence and autonomously from each other. However, cross subcontracting among tenderers is forbidden, more precisely an entity “A” may participate as tenderer (either as sole tenderer or as member of a group of economic operators) and as subcontractor to another tenderer “B” within the same procurement procedure. However, in this case it is forbidden that tenderer “B” (or any of its participating members in case of a group of economic operators) is at the same time subcontractor for tenderer “A” (or for the group of economic operators in which “A” participates) within the same procurement procedure. In this case, both tenders A and B shall be rejected.

In order to fulfil the selection criteria set out in Section 3.2 the tenderer can rely on the capacities of subcontractors (see Section 2.4.2) or other entities that are not subcontractors (see Section 2.4.3).

An “**involved entity**” is any economic operator involved in the tender. This includes the following four categories of economic operators:

- sole tenderer,
- group members (including group leader),
- identified subcontractors (see Section 2.4.2), and
- other entities (that are not subcontractors) on whose capacity the tenderer relies to fulfil the selection criteria.

The role of each entity involved in a tender must be clearly specified in the eSubmission application: i) sole tenderer, ii) group leader (in case of a joint tender), iii) group member (in case of a joint tender), or iv) subcontractor<sup>11</sup>.

For an entity on whose capacities the tenderer relies to fulfil the selection criteria (that is not a subcontractor), this role is defined in the commitment letter (**Annex 5.2**)

### **2.4.1. Joint tenders**

A joint tender is a situation where a tender is submitted by a group (with or without legal form) of economic operators regardless of the link they have between them in the group. The group as a whole is considered a tenderer<sup>12</sup>.

All group members assume joint and several liability towards the contracting authority for the performance of the contract as a whole.

Group members must appoint from among themselves a group leader (the group leader) as a single point of contact authorised to act on their behalf in connection with the submission of

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<sup>11</sup> Only identified subcontractors (see Section 2.4.2) must be specified in the eSubmission application.

<sup>12</sup> References to *tenderer* or *tenderers* in this document shall be understood as covering both sole tenderers and groups of economic operators submitting a joint tender.

the tender and all relevant questions, clarification requests, notifications, etc., that may be received during the evaluation, award and until the contract signature. All group members (including the group leader) must sign an Agreement/Power of attorney drawn up in the model attached in **Annex 3**.

The joint tender must clearly indicate the role and tasks of each group member, including those of the group leader who will act as the contracting authority's contact point for the contract's administrative or financial aspects and operational management. The group leader will have full authority to bind the group and each of its members during contract execution.

If the joint tender is successful, the contracting authority shall sign the contract with the group leader, authorised by the other members to sign the contract also on their behalf via the Agreement/Power of attorney drawn up in the model attached in **Annex 3**.

Changes in the composition of the group during the procurement procedure (after the deadline for submission of tenders and before contract signature) shall lead to rejection of the tender, with the exception of the following case[s]:

- case of a merger or takeover of a group member (universal succession), provided that the following cumulative conditions are fulfilled:
  - the new entity is not subject to restrictive measures, has access to procurement (see Section 2.2) and is not in an exclusion situation (see Section 3.1),
  - all the tasks assigned to the former entity are taken over by the new entity member of the group,
  - the group meets the selection criteria (see Section 3.2),
  - the change must not make the tender non-compliant with the procurement documents,
  - the terms of the originally submitted tender are not altered substantially and the evaluation of award criteria of the originally submitted tender are not modified,
  - the new entity undertakes to replace the former entity for the implementation of the contract, in case of an award.
- case where a group member is subject to restrictive measures or does not have access to procurement (see Section 2.2) or is in an exclusion situation (see Section 3.1), provided the following cumulative conditions are fulfilled:
  - none of the remaining group members is subject to restrictive measures (see Section 2.2),
  - all the remaining group members have access to procurement (see Section 2.2),
  - the remaining group members meet the selection criteria (see Section 3.2),
  - the change must not make the tender non-compliant with the procurement documents,
  - the terms of the originally submitted tender are not altered substantially and the evaluation of award criteria of the originally submitted tender are not modified,
  - the continuation of the participation of the remaining group members in the procurement procedure does not put the other tenderers in a competitive disadvantage,
  - the remaining group members undertake to implement the contract, in case of an award, without the excluded group member.

The replacement of the group member not having access to procurement or in a situation of exclusion is not allowed.

#### **2.4.2. Subcontracting**

Subcontracting is the situation where the contractor enters into legal commitments with other economic operators, which will perform part of the contract on its behalf. The contractor retains full liability towards the contracting authority for performance of the contract as a whole.

The following shall not be considered subcontracting:

- a) Use of workers posted to the contractor by another company owned by the same group and established in a Member State (“intra-group posting” as defined by Article 1, 3, (b) of [Directive 96/71/EC concerning the posting of workers in the framework of the provision of services](#)).
- b) Use of workers hired out to the contractor by a temporary employment undertaking or placement agency established in a Member State (“hiring out of workers” as defined by Article 1, 3, (c) of [Directive 96/71/EC concerning the posting of workers in the framework of the provision of services](#)).
- c) Use of workers temporarily transferred to the contractor from an undertaking established outside the territory of a Member State and that belongs to the same group (“intra-corporate transfer” as defined by Article 3, (b) of [Directive 2014/66/EU on the conditions of entry and residence of third-country nationals in the framework of an intra-corporate transfer](#)).
- d) Use of staff without employment contract (“self-employed persons working for the contractor”), without the tasks of the self-employed persons being particular well-defined parts of the contract.
- e) Use of suppliers and/or transporters by the contractor, in order to perform the contract at the place of performance, unless the economic activities of the suppliers and/or the transporting services are within the subject of this call for tenders (see Section 1.4).
- f) Performance of part of the contract by members of an EEIG (European Economic Interest Grouping), when the EEIG is itself a contractor or a group member.

The persons mentioned in points a), b), c) and d) above will be considered as “personnel” of the contractor as defined in the contract.

All contractual tasks may be subcontracted unless the procurement documents expressly reserve the execution of certain critical tasks to the sole tenderer itself, or in case of a joint tender, to a group member.

By filling in the form available in **Annex 4** (List of identified subcontractors), tenderers are required to give an indication of the proportion of the contract that they intend to subcontract, as well as to identify and describe briefly the envisaged contractual roles/tasks of subcontractors meeting any of these conditions (hereafter referred to as *identified subcontractors*):

- subcontractors on whose capacities the tenderer relies upon to fulfil the selection criteria as described under Section 3.2;
- subcontractors whose intended individual share of the contract, known at the time of submission, is above 20 %.



Any such subcontractor must provide the tenderer with a commitment letter drawn up in the model attached in **Annex 5.1** and signed by its authorised representative.

☞ Each tenderer shall identify such subcontractors and provide the commitment letters with its tender. The information must be true and correct at the time of submitting the tender. Any changes or additions regarding the envisaged subcontractors after the deadline for submission of tenders must be justified to the contracting authority.

The above rules apply also where the economic operators, which will perform part of the contract on behalf of a successful tenderer, belong to the same economic/corporate group as the sole tenderer or a member of the group submitting the joint tender.

Changes concerning subcontractors identified in the tender (withdrawal/replacement of a subcontractor, additional subcontracting) during the procurement procedure (after the submission deadline and before contract signature) require the prior written approval of the contracting authority subject to the following verifications:

- any new subcontractor is not subject to restrictive measures, has access to procurement if the rules on access to procurement apply also to subcontractors (see Section 2.2) and is not in an exclusion situation (see Section 3.1),
- the tenderer still fulfils the selection criteria and the new subcontractor fulfils the selection criteria applicable to it individually, if any;
- the terms of the originally submitted tender are not altered substantially, i.e. all the tasks assigned to the former subcontractor are taken over by another involved entity, the change does not make the tender non-compliant with the tender specifications, and the evaluation of award criteria of the originally submitted tender is not modified.

Subcontracting to subcontractors identified in a tender that was accepted by the contracting authority and resulted in a signed contract, is considered authorised.

#### **2.4.3. Entities (not subcontractors) on whose capacities the tenderer relies to fulfil the selection criteria**

In order to fulfil the selection criteria a tenderer may also rely on the capacities of other entities (that are not subcontractors), regardless of the legal nature of the links it has with them. It must in that case prove that it will have at its disposal the resources necessary for the performance of the contract by producing a commitment letter in the model attached in **Annex 5.2**, signed by the authorised representative of such an entity, and the supporting evidence that those other entities have the respective resources<sup>13</sup>.

☞ The above rules apply also where the economic operators on whose capacities the tenderer relies to fulfil the selection criteria (that are not subcontractors) belong to the same economic/corporate group as the sole tenderer or a member of the group submitting the joint tender.

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<sup>13</sup> This does not apply to subcontractors on whose capacity the tenderer relies to fulfil the selection criteria – for these the documentation required for subcontractors must be provided.

#### **2.4.4. Rules common to subcontractors and entities (not subcontractors) on whose capacities the tenderer relies to fulfil the selection criteria**

If a successful tenderer intends to rely on another entity to meet the minimum levels of economic and financial capacity, the contracting authority may require the entity to sign the contract or, alternatively, to provide a joint and several first-call financial guarantee for the performance of the contract.

With regard to technical and professional selection criteria, a tenderer may only rely on the capacities of other entities where the latter will perform the works or services for which these capacities are required, i.e. the latter will either assume the role of subcontractors or will fall within the exceptions listed in Section 2.4.2 and will then assume the role of entities (not subcontractors) on whose capacities the tenderer relies to fulfil the selection criteria.

👉 Relying on the capacities of other entities is only necessary when the capacity of the tenderer is not sufficient to fulfil the required minimum levels of capacity. Abstract commitments that other entities will put resources at the disposal of the tenderer will be disregarded.



### 3. EVALUATION AND AWARD

The evaluation of the tenders that comply with the submission conditions will consist of the following elements:

- Check if the tenderer is not subject to restrictive measures and has access to procurement (see Section 2.2);
- Verification of administrative compliance (if the tender is drawn up in one of the official EU languages and the required documents signed by duly authorised representative(s) of the tenderer);
- Verification of non-exclusion of tenderers on the basis of the exclusion criteria;
- Selection of tenderers on the basis of selection criteria;
- Verification of compliance with the minimum requirements specified in the procurement documents;
- Evaluation of tenders on the basis of the award criteria.

The contracting authority will evaluate the abovementioned elements in the order that it considers to be the most appropriate.

If the evaluation of one or more elements demonstrates that there are grounds for rejection, the tender will be rejected and will not be subjected to further full evaluation. The unsuccessful tenderers will be informed of the ground for rejection without being given feedback on the non-assessed content of their tenders. Only tenderer for whom the verification of all elements did not reveal grounds for rejection can be awarded the contract resulting from this call for tenders.

The evaluation will be based on the information and evidence contained in the tenders and, if applicable, on additional information and evidence provided at the request of the contracting authority during the procedure. If any of the declarations or information provided proves to be false, the contracting authority may impose administrative sanctions (exclusion or financial penalties) on the entity providing the false declarations/information.

For the purposes of the evaluation related to exclusion and selection criteria the contracting authority may also refer to publicly available information, in particular evidence that it can access on a national database free of charge.

#### 3.1. Exclusion criteria

The objective of the exclusion criteria is to assess whether the tenderer is in any of the exclusion situations listed in Article 138(1) of the Financial Regulation.

Tenderers found to be in an exclusion situation will be rejected.

As evidence of non-exclusion, each tenderer<sup>14</sup> needs to submit with its tender a Declaration on Honour<sup>15</sup> in the model available in *Annex 2*.<sup>16</sup> The declaration must be signed by an

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<sup>14</sup> See Annex 1 which of the involved entities participating in a tender need to provide the Declaration on Honour.

authorised representative of the entity providing the declaration. Where the declaration has been signed by hand, the original does not need to be submitted to the contracting authority, but the latter reserves the right to request it from the tenderer at any time during the record-keeping period specified in Section 4.3.

The initial verification of non-exclusion of tenderers will be done on the basis of the submitted declarations and consultation of the [European Union's Early Detection and Exclusion System](#).

At any time during the procurement procedure<sup>17</sup>, the contracting authority may request the documents mentioned in the Declaration on Honour as supporting evidence on non-exclusion (the documentary evidence). It may also request information on natural or legal persons that are members of the administrative, management or supervisory body or that have powers of representation, decision or control, including legal and natural persons within the ownership and control structure and beneficial owners, and appropriate evidence that none of those persons are in one of the exclusion situations referred to in Section A point (1) (c) to (f) of the Declaration on Honour.

All tenderers are **invited to prepare in advance the documentary evidence**, since they may be requested to provide such evidence within a short deadline. In any event, the tenderer proposed by the evaluation committee for the award of the contract will be requested to provide such evidence.

☝ If the tenderer does not provide valid documentary evidence within the deadlines set by the contracting authority, the latter reserves the right to reject the tender. In any event, in case a tenderer proposed for the award of the contract fails to comply with the above evidence requirement, its tender will be rejected, unless the tenderer can justify the failure on the grounds of material impossibility to provide such evidence.

**Annex I** specifies which of the involved entities participating in a tender need to provide the Declaration on Honour and, when requested by the contracting authority, the supporting evidence.

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<sup>15</sup> The European Single Procurement Document (ESPD) may not be used yet in European Commission's calls for tenders.

<sup>16</sup> Unless the same declaration has already been submitted for the purposes of another award procedure of the European Commission, the situation has not changed, and the time elapsed since the issuing date of the declaration does not exceed one year.

<sup>17</sup> The obligation to provide the supporting evidence will be waived in the following situations:

- if the same documents have already been provided in a previous award procedure of the European Commission, have been issued no more than one year before the date of their request by the contracting authority and are still valid at that date;
- if such evidence can be accessed by the contracting authority on a national database free of charge, in which case the economic operator shall provide the contracting authority with the internet address of the database and, if needed, the necessary identification data to retrieve the document;
- if there is a material impossibility to provide such evidence.

**Please note that a request for evidence in no way implies that the tenderer has been successful.**

### 3.2. Selection criteria

The objective of the selection criteria is to assess whether the tenderer has the legal, regulatory, economic, financial, technical and professional capacity to perform the contract.

The selection criteria for this call for tenders, including the minimum levels of capacity, the basis for assessment and the evidence required, are specified in the following subsections.

Tenders submitted by tenderers not meeting the minimum levels of capacity will be rejected.

When submitting its tender each tenderer shall declare on honour that it fulfils the selection criteria for this call for tenders. The model Declaration on Honour available in **Annex 2** shall be used.

The initial assessment of whether a tenderer fulfils the selection criteria will be done on the basis of the submitted declaration(s).

The subsections below specify which selection criteria evidence must be provided with the tender or may be requested later, at any time during the procurement procedure, within a deadline given by the contracting authority<sup>18</sup>.

The evidence must be provided in accordance with the applicable basis for assessment of each criterion: in case of a consolidated assessment – only by the involved entities who contribute to the fulfilment of the criterion, and in case of individual assessment – by each entity to whom the criterion applies individually.

In case not all selection criteria evidence is requested with the tender, all tenderers are **invited to prepare in advance the documentary evidence**, since they may be requested to provide such evidence within a short deadline. In any event, the tenderer proposed by the evaluation committee for the award of the contract will be requested to provide such evidence.

☞ If the tenderer does not provide valid documentary evidence within the deadlines set by the contracting authority, the contracting authority reserves the right to reject the tender. In any event, in case a tenderer proposed for the award of the contract fails to comply with the above evidence requirement, its tender will be rejected, unless there is a ground for a waiver.

**Please note that a request for evidence in no way implies that the tenderer has been successful.**

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<sup>18</sup> The obligation to provide the supporting evidence will be waived in the following situations:

- if the same documents have already been provided in a previous award procedure of the European Commission and are still up-to-date;
- if such evidence can be accessed by the contracting authority on a national database free of charge, in which case the economic operator shall provide the contracting authority with the internet address of the database and, if needed, the necessary identification data to retrieve the document.

### 3.2.1. Legal and regulatory capacity

Tenderers can be natural or legal persons. Tenderers are not obliged to take a specific legal form in order to submit their tenders.

Where tenderers submit a tender through an entity, which lacks legal personality (e.g., a branch), the compliance with the exclusion criteria, selection criteria, the rules on access to procurement as well as the absence of restrictive measures shall be assessed at the level of the tenderers.

Tenderers must prove that they have legal capacity to perform the contract and the regulatory capacity to pursue the professional activity necessary to carry out the work subject to this call for tenders.

The legal and regulatory capacity shall be proven by the evidence listed below:

- Proof of enrolment in a relevant trade or professional register
- Proof of authorisation that the tenderer is authorised to perform the contract in its country of establishment
- Proof that the tenderer is a member of a specific professional organisation

The above evidence shall be provided by each member of the group in case of a joint tender and the subcontractors whose individual share of the contract, known at the time of submission, is above 20% (see Annex 1).

In addition, involved entities (see Section 2.4) and all subcontractors, including those which do not need to be identified in the tender (see Section 2.4.2), must not be subject to [EU restrictive measures](#) adopted under Article 29 of the Treaty on the European Union (TEU) or Article 215 of the Treaty on the Functioning of the EU (TFEU)<sup>19</sup> that constitute a legal impediment to perform the contract. This requirement will be assessed by reference to the EU restrictive measures in force. Therefore, the tenderer is not required to submit any evidence of not being subject to EU restrictive measures.

### 3.2.2. Economic and financial capacity

Tenderers must comply with the following selection criteria in order to prove that they have the necessary economic and financial capacity to perform the contract.

Criterion F1	
<b>Minimum level of capacity</b>	Average yearly turnover of the last <b>two</b> financial years above EUR 1 000 000 .
<b>Basis for assessment</b>	This criterion applies to the tenderer as a whole, i.e. a consolidated assessment of the combined capacities of all involved entities will be carried out.

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<sup>19</sup> Please note that the EU Official Journal contains the official list and, in case of conflict, its content prevails over that of the [EU Sanctions Map](#).

<b>Evidence</b>	Copy of the profit and loss accounts and balance sheets for the last two years for which accounts have been closed from each concerned involved entity, or, failing that, appropriate statements from banks. The most recent year must have been closed within the last 18 months.
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👉 The evidence of economic and financial capacity does not need to be provided with the tender but may be requested by the contracting authority at any time during the procedure.

### 3.2.3. Technical and professional capacity

👉 With regard to technical and professional selection criteria, a tenderer may only rely on the capacities of other entities where the latter will perform the works or services for which these capacities are required. The entity on whose capacity the tenderer relies will either assume the role of a subcontractor or fall within the exceptions listed in Section 2.4.2.

Tenderers must comply with the following selection criteria in order to prove that they have the necessary technical and professional capacity to perform the contract:

<b>Criterion T1 – CAPACITY TO RUN PROJECTS IN THE FIELD OF HATE, EXTREMISM AND POLARISATION ONLINE</b>	
The tenderer must prove project management capacity to propose and to set up the appropriate tools and procedures needed to fulfil the articulated and complex set of tasks set out in technical specification, in the specific field of countering hate, extremism and polarisation online. In particular, the tenderer must prove the capacity to engage with a large network of organisations, working in different areas of combating racism, discrimination and intolerance in a variety of languages. The <i>Contracting Authority</i> will assess this criterion on the basis of:	
<b>Minimum level of capacity</b>	2 similar (in scope and complexity) projects involving a large group of experts/organisations/profiles and topics, completed with a minimum value for each of them of € 400 000.
<b>Basis for assessment</b>	This criterion applies to the tenderer as a whole, i.e. the consolidated assessment of combined capacities of all involved entities will be carried out.
<b>Evidence</b>	<p>Identification and information about two projects meeting the minimum level of capacity.</p> <p>The project description shall include details of their start and end date, total project amount and scope, role and amount invoiced as well as a list of relevant bodies, institutions, structures that the tenderer networked with. In case of projects still on-going only the portion completed during the reference period will be taken into consideration.</p> <p>As supporting documents for each project reference, the contracting authority may request statements issued by the clients and take contact with them.</p>

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### Criterion T2 – RESEARCH CAPACITY

The tenderer must prove experience in the field of research, mapping and analysing internet and social media contents in the specific field of countering hate, extremism and polarisation online. This includes the capacity to draft high quality reports and executive summaries in English.

<b>Minimum level of capacity</b>	Two studies in the last five years on digital threats online (such as hate speech, extremism or gender-based violence online) as well as the response by online platforms to tackle these, including by using automatic detection tools or web crawling (in full compliance of data protection rules).
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<b>Basis for assessment</b>	This criterion applies to the tenderer as a whole, i.e. the consolidated assessment of combined capacities of all involved entities will be carried out.
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<b>Evidence</b>	<p>The tenderer must provide evidence of two studies related to digital threats relevant for the areas of combating hate speech online, including antisemitism. For each reference, the tenderer should list:</p> <ul style="list-style-type: none"> <li>• the project title and summarise their relevant activity;</li> <li>• scope of project;</li> <li>• start and end date of the project, project amount and amount invoiced;</li> <li>• languages used during the project;</li> <li>• any sub-contracting and its associated value.</li> <li>• The executive summary and research outcomes</li> </ul> <p>In case of projects still on-going only the portion completed during the reference period will be taken into consideration. As supporting documents for each project reference, the contracting authority may request statements issued by the clients and take contact with them.</p>
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### Criterion T3: COMMUNICATION AND EVENTS EXPERIENCE

The tenderer must prove the capacity to undertake event organisation, communication activities and web content management, in the specific field of countering hate, extremism and polarisation.

<b>Minimum level of capacity</b>	The tenderer will have to prove capacity of having organised two events in the last 2 years featuring at least 150 participants from at least a third of the EU Member States. It shall also prove the capacity of creating websites, feeding them with structured content, and search functions. The tenderer shall also prove the capacity to undertake communication activities, including but not limited to social
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	media communication, targeting at least five different languages of the European Union.
<b>Basis for assessment</b>	This criterion applies to the tenderer as a whole, i.e. the consolidated assessment of combined capacities of all involved entities will be carried out.
<b>Evidence</b>	<p>A description of the two events organised with detailed information on:</p> <ul style="list-style-type: none"> <li>- exact number of participants attending the event</li> <li>- number of participants invited</li> <li>- number of EU Member States represented at the event</li> </ul> <p>Information and relevant links to the webpages and communication material created as part of projects in the last three years. This information should include details on:</p> <ul style="list-style-type: none"> <li>- reach of social media communication</li> <li>- features of the website created, in particular as concerns the availability and functioning of online databases or repositories.</li> </ul>

#### Criterion T4: QUALIFICATIONS AND EXPERIENCE OF TEAM PROFILES

The tenderer must provide adequate teams in terms of numbers and qualifications of expert roles, years of experience and professional qualifications in all the focus areas in scope.

<b>Minimum level of capacity</b>	<p>The team delivering the service should include, as a minimum, the profiles described below to comply in sum with technical and professional minimum requirements. Members of the team can appear under more than one profile if they meet all the requirements.</p> <p>In addition, all experts should prove a minimum of B2 level of English<sup>[1]</sup> to facilitate communication with the <i>Contracting Authority</i>.</p> <p>It is recommended that the contractor sets up a diverse and gender balanced team.</p> <p><b>Profile 1: Project Manager:</b> The tenderer must identify the role of a Project Manager that ensures the overall coordination of the activities.</p> <p>The Project Manager is critical to ensure the overall</p>
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<sup>[1]</sup> <https://www.coe.int/en/web/common-european-framework-reference-languages/level-descriptions>

capacity management such that at least two projects can be executed in parallel at any moment during the implementation of the contract; project directors will, in addition to project management roles, supervise projects and have final responsibility for quality control.

The Project Manager must have the following requirements:

- At least 8 years of relevant professional experience
- Experience in running two projects that involve a wide set of partners and organisations, from at least 5 different Member States.
- Having managed at least one project focused on topics related to fundamental rights, equality, hate, antisemitism or extremism.

**Profile 2: Deputy Project Manager:** As part of the team of the Project Manager, the tenderer must also identify one Deputy Project Manager, with competence to oversee on the specific parts of the tender that focuses on combating antisemitism. The Deputy Project Manager will also function as back up for the Project Manager.

The Deputy Project Manager should have at least:

- 6 years of experience in managing all aspects research-based projects and of event organisation (coordination of events in at least 3 different countries), including the coordination of different stakeholders (participants, speakers, subcontractors) from various countries.

**Profile 3: Project and /or event assistants:**

The tenderer must identify a team to support the Project Manager and the Deputy Project Manager. The supporting team shall consist of two project assistants.

These profiles shall have at least 3 years of experience in the field of conference or event organisation / project management and / or working on research-based projects.

**Profile 4: Network Coordinator and of Deputy Network Coordinator:**

The tenderer must identify the roles of Network Coordinator and of Deputy Network Coordinator. The Network Coordinator will be responsible for the engagement, activation and monitoring activities of, in particular, the network of monitoring reporters. The Deputy Network Coordinator will be tasked with the activities related to



combating antisemitism online and the sub-network of monitoring reporters on antisemitism. The tenderer will have to identify relevant team members to support the work of the Network Coordinators.

The Network Coordinators and Deputy Network Coordinator will need to fulfil the following requirements:

- Minimum 6 years' experience in project management on similar multi-stakeholder project with a component of stakeholder engagement.
- Proven expertise and track record of expert contribution and knowledge on online hate speech in the EU, including from a legal perspective.
- Proven expertise and track record of work focused on antisemitism in the EU.

**Profile 5: Research Directors:**

The tenderer should identify a Research team and in particular two profiles of "Research Director" who must have the following requirements:

- Proven expertise and specific knowledge of minimum 8 years in the field of digital threats, including hate, gender based violence and extremism online.

At least one of the two Research Directors will need to prove specific knowledge about antisemitism online.

**Profile 6: Communication and Events Manager**

The tenderer must identify Communication and Events Manager, who will oversee the organisation of network meetings, coordinate online and in-person events, and oversee the production of communication materials in various formats (websites, social media posts, printed materials).

This profile shall have at least:

- at least 6 years of experience in developing communication strategies and actions and liaising with events organisation based on evidence and measurable in terms of effects, in selecting communication channels, in measuring and evaluating.
- 3 years of experience in designing events, with a focus on interactive and innovative event formats.

	<p><b>Profile 7: Technical Expert</b></p> <p>The tenderer must identify a Technical Expert who will design, develop, and maintain a web-based knowledge hub for hosting and sharing research, data, and information. This hub will focus on countering hate speech online and require regular updates to ensure accuracy and relevance. The technical expert should also have the capacity to manage other technical aspects relating to the implementation of the Deliverables (Section 1.4.3).</p> <p>This profile shall have at least:</p> <ul style="list-style-type: none"> <li>- 6 years of experience in web development, including designing and managing large-scale web platforms that support data hosting, research, and information sharing.</li> <li>- Knowledge of content management systems, database management, and web security best practices, ensuring the platform is secure, user-friendly, and regularly updated to remain functional and relevant.</li> <li>- Experience in developing accessible and user-centric web interfaces, with the ability to integrate collaborative tools and manage the platform's long-term sustainability and functionality.</li> </ul> <p><b>Profile 8: Communication and technical assistants:</b></p> <p>The tenderer shall identify at least one person who can assist the Communication and Events Manager. This person must also show capacity to build websites, web content and web-based databases or repositories.</p> <p>The Communication and Technical assistants shall have a minimum of 3 years of experience in planning and implementing technical and IT solutions in order to assist the Technical Expert.</p>
<b>Basis for assessment</b>	This criterion applies to the tenderer as a whole, i.e. the consolidated assessment of combined capacities of all involved entities will be carried out.
<b>Evidence</b>	The tenderer shall provide for a comprehensive table with all staff members who will be responsible for carrying out assignments including their name, function, main (role they are expected to fulfil in specific assignments (and, where appropriate, back-up), their profile as described below, university diploma, field and years of experience and language skills for the following roles and levels of professional experience. The same table should identify which expert has relevant expertise in the policy areas in

	<p>scope (see under 1.4.3 Deliverables).</p> <p>The tenderer shall provide for a detailed curriculum vitae of each member of the team/expert (up to an overall maximum of 20 CVs) responsible for carrying out the work, including his or her educational background, degrees and diplomas, professional experience, research work, publications and linguistic skills. The CVs shall be presented, preferably, in accordance with the Europass curriculum vitae template<sup>[2]</sup>.</p> <p>Letters of commitment signed by each external individual expert.</p>
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☞ All of the above-specified evidence of technical and professional capacity must be provided with the tender.

### **3.3. Compliance with the conditions for participation and minimum requirements specified in the procurement documents**

By submitting a tender, a tenderer commits to perform the contract in full compliance with the terms and conditions of the procurement documents for this call for tenders. Particular attention is drawn to the minimum requirements specified in Section 1.4 of these specifications and to the fact that tenders must comply with applicable data protection, environmental, social and labour law obligations established by Union law, national legislation, collective agreements or the international environmental, social and labour conventions listed in Annex X to Directive 2014/24/EU.

The minimum requirements shall be observed throughout the entire duration of the contract. Compliance with these requirements is mandatory and cannot be subject to any assumptions, limitations, conditions, or reservations on the part of a tenderer.

Tenderers must declare when submitting their tenders in eSubmission whether their tenders comply with the minimum requirements specified in the procurement documents.

☞ **Tenders that are not compliant with the applicable minimum requirements shall be rejected.**

### **3.4. Award criteria**

The objective of the award criteria is to evaluate the tenders with a view to choosing the most economically advantageous tender.

Tenders will be evaluated on the basis of the following award criteria and their weighting:

1. Price - 30% weighing

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<sup>[2]</sup> <https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>

The price considered for evaluation will be the total price of the tender, covering all the requirements set out in the tender specifications.

## 2. Quality - 70% weighing

The quality of the tender will be evaluated based on the following criteria:

N°	Award Criteria	Weighting – maximum points 100 - minimum 70.
1	<p><b>Quality of the proposed strategy, approach and methodology to conduct successfully the entire project and ensure a consistently high quality of the deliverables and in particular of monitoring activities as mentioned under section 1.4, including:</b></p> <p>1.1 – The approach (e.g. objectives and output) and methodology to conduct the content development of a European knowledge hub on countering hate speech online.</p> <p>1.2 – the approach (e.g. objectives and output) and methodology to collect data and develop studies on the “ecosystems” of hate speech online and the spread of antisemitism online. The output should include the coverage of minimum 5 EU languages.</p> <p>1.3 – the approach (e.g. objectives and output) and methodology to coordinate a network of civil society organizations and other stakeholders into tasks mentioned under sub-criterion 1.4. below, involving workshops, monitoring activities, trainings, capacity buildings and the hackathon.)</p> <p>1.4. the approach (e.g. objectives and output) and methodology to organize the events related to the tasks listed in sub-criterion 1.3 above.</p>	Max. 70 points – Min. 42
2	<p><b>Organisation of work</b></p> <p>This criterion will assess:</p> <p>2.1 – the quality of the strategy for organising and coordinating the work, and details of the proposed administrative and co-ordination support</p> <p>2.2 – the quality control system applied to the service foreseen in this tender specification concerning the quality of the deliverables, the language quality check, and continuity of the service in case of absence of members of the team. The quality control system should be detailed in the tender and specific to the</p>	Max 30 points – min 18 points

	tasks at hand; a generic quality system will result in a low score.	
	2.3. The quality of the risk assessment and risk mitigation strategy, in particular in respect of possible deviations from fundamental rights and EU values as enshrined in the EU Charter of Fundamental Rights and Article 2 of the Treaty.	
<b>TOTAL</b>		100 points (maximum)

Only bids that have reached a total score of a minimum of 70% and a minimum score of 60 % for each criterion will be taken into consideration for awarding the contract.

### 3.5. Award (ranking of tenders)

Tenders shall be ranked according to the best price-quality ratio in accordance with the formula below:

Quality/Price analysis = (Technical Score X 0.7) + [(Lowest price\*/Price offered) x 100] x 0.3

\*Lowest price = Price of the tender with the lowest price offer (provided the minimum quality threshold are met)

- Should the outcome of the formula lead to two or more tenders with the same result, the tenderer who has been awarded the highest marks for quality will be deemed to be the most economically advantageous tender. This approach will continue to be applied to each of the award criteria in the descending order listed in below until a most economically advantageous tender can be determined:
- Criterion 1
- Criterion 2

👉 The contract shall be awarded to the tender ranked first, which complies with the minimum requirements specified in the procurement documents and is submitted by a tenderer not subject to restrictive measures, having access to procurement, not in an exclusion situation and fulfilling the selection criteria.

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#### 👉 Detection of abnormally low tenders

Tenderers must be aware of Point 23 of Annex I to the Financial Regulation on abnormally low tenders and of the possibility for rejection of the tender based on it.

## 4. FORM AND CONTENT OF THE TENDER

### 4.1. Form of the tender: how to submit the tender?

Tenders are to be submitted via the eSubmission application according to the instructions laid down in the Invitation letter and the eSubmission Quick Guide available at the link below:

[https://wikis.ec.europa.eu/display/FTPPortal/Open+procedures\\_EN](https://wikis.ec.europa.eu/display/FTPPortal/Open+procedures_EN)

☞ Make sure you prepare and submit your tender in eSubmission early enough to ensure it is received within the deadline indicated under Section 5.1.12 of the contract notice and/or on Funding &Tenders Portal (F&T Portal)<sup>20</sup>.

### 4.2. Content of the tender: what documents to submit with the tender?

The documents to be submitted with the tender in eSubmission are listed in *Annex 1*.

The following requirements apply to the technical and financial tender to be uploaded in eSubmission:

- *Technical tender.*

technical tender must provide all the information needed to assess the compliance with Section 1.4 of these specifications and the award criteria. Tenders deviating from the minimum requirements or not covering all the requirements may be rejected on the basis of non-compliance and not evaluated further.

- *Financial tender.*

A complete financial tender, including the breakdown of the price, needs to be submitted. For this purpose, the Financial Model in *Annex 6* shall be used.

The financial tender shall be:

- expressed in euros. Tenderers from countries outside the euro zone have to quote their prices in euro. The price quoted may not be revised in line with exchange rate movements. It is for the tenderer to bear the risks or the benefits deriving from any variation.
- quoted free of all duties, taxes and other charges, i.e. also free of VAT.

☞ The European Union Institutions are exempt from such charges in the EU under Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Union of 8 April 1965 annexed to the Treaty on the Functioning of the European Union. Exemption is granted to the

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<sup>20</sup> <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>

Commission by the governments of the Member States, either through refunds upon presentation of documentary evidence or by direct exemption.

In case of doubt about the applicable VAT system, it is the tenderer's responsibility to contact its national authorities to clarify the way in which the European Union is exempt from VAT.

#### **4.3. Signature policy: how can documents be signed?**

Where a document needs to be signed, the signature must be either hand-written or, preferably, a qualified electronic signature (QES) as defined in [Regulation \(EU\) No 910/2014 on electronic identification and trust services for electronic transactions in the internal market \(the eIDAS Regulation\)](#).

Tenderers are strongly encouraged to sign with a QES<sup>21</sup> all documents requiring a signature and only exceptionally to sign such documents by hand as hand-written signatures lead to an additional administrative burden for both the tenderer and the contracting authority. The originals of any hand-signed documents (other than the contract) do not need to be submitted to the contracting authority but the tenderer must keep them for a period of five years starting from the notification of the outcome of the procedure or, where the tenderer has been awarded a contract resulting from this call for tenders and the contract has been signed, the payment of the balance.

All documents must be signed by the signatories (when they are individuals) or by their duly authorised representatives.

For the following documents, when signed by representatives, tenderers must provide evidence for the delegation of the authorisation to sign:

- The Declaration on Honour of the tenderer (in case of a joint tender – the Declarations on Honour of all group members);
- (in the case of a joint tender) the Agreement/Power(s) of attorney drawn up using the model attached in **Annex 3**.

The delegation of the authorisation to sign on behalf of the signatories (including, in the case of proxy(-ies), the chain of authorisations) must be evidenced by appropriate written evidence (copy of the notice of appointment of the persons authorised to represent the legal entity in signing contracts (together or alone), or a copy of the publication of such appointment if the legislation which applies to signatory requires such publication or a power of attorney). A document that the contracting authority can access on a national database free of charge does not need to be submitted if the contracting authority is provided with the exact internet link and, if applicable, the necessary identification data to retrieve the document.

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<sup>21</sup> See [here](#) how to apply a QES on a document exchanged with a European institution, body or agency.

#### **4.4. Confidentiality of tenders: what information and under what conditions can be disclosed?**

Once the contracting authority has opened a tender, it becomes its property and shall be treated confidentially, subject to the following:

- For the purposes of evaluating the tender and, if applicable, implementing the contract, performing audits, benchmarking, etc., the contracting authority is entitled to make available (any part of) the tender to its staff and the staff of other Union institutions, bodies and agencies, as well to other persons and entities working for the contracting authority or cooperating with it, including contractors or subcontractors and their staff, provided that they are bound by an obligation of confidentiality.
- After the signature of the award decision, tenderers whose tenders were received in accordance with the submission modalities, who are not subject to restrictive measures, have access to procurement, who are not found to be in an exclusion situation referred to in Article 138(1) of the FR, who are not rejected under Article 143 of the FR, whose tenders are not found to be incompliant with the procurement documents, and who make a request in writing, will be notified of the name of the tenderer to whom the contract is awarded, the characteristics and relative advantages of the successful tender and its total financial tender amount. The contracting authority may decide to withhold certain information that it assesses as being confidential, in particular where its release would prejudice the legitimate commercial interests of economic operators or might distort fair competition between them. Such information may include, without being limited to, confidential aspects of tenders such as unit prices included in the financial tender, technical or trade secrets<sup>22</sup>.
- The contracting authority may disclose the submitted tender in the context of a request for public access to documents, or in other cases where the applicable law requires its disclosure. Unless there is an overriding public interest in disclosure<sup>23</sup>, the contracting authority may refuse to provide full access to the submitted tender, redacting the parts (if any) that contain confidential information, the disclosure of which would undermine the protection of commercial interests of the tenderer, including intellectual property.

👉 The contracting authority will disregard general statements that the whole tender or substantial parts of it contain confidential information. Tenderers need to mark clearly the information they consider confidential and explain why it may not be disclosed. The contracting authority reserves the right to make its own assessment of the confidential nature of any information contained in the tender.

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<sup>22</sup> For the definition of trade secrets please see Article 2 (1) of [Directive \(EU\) 2016/943 on the protection of undisclosed know-how and business information \(trade secrets\) against their unlawful acquisition, use and disclosure](#).

<sup>23</sup> See Article 4 (2) of the [Regulation \(EC\) No 1049/2001 regarding public access to European Parliament, Council and Commission documents](#).



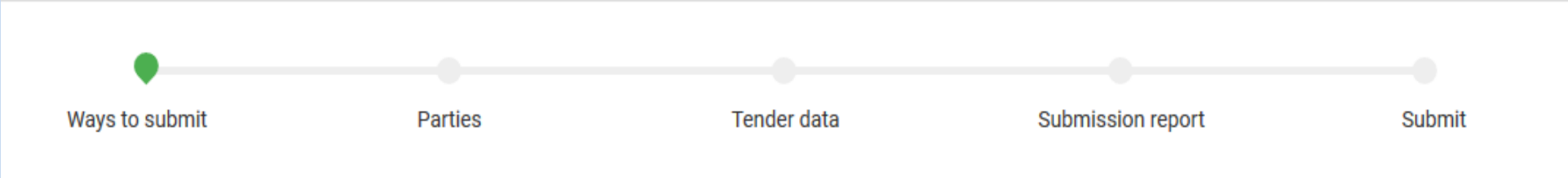







## **APPENDIX: LIST OF REFERENCES : TO BE VERIFIED**

<b><i>Award criteria</i></b>	See Section 3.4
<b><i>Contracting authority</i></b>	See Section 1.1
<b><i>Entities on whose capacities the tenderer relies to fulfil the selection criteria</i></b>	See Section 2.4.3
<b><i>EU Validation services</i></b>	See Section 2.3 <a href="#">EU Grants and Tenders Rules on Legal Entity Validation, LEAR appointment and Financial Capacity assessment</a>
<b><i>Exclusion criteria</i></b>	See Section 3.1
<b><i>Financial Regulation</i></b>	<a href="#">Regulation - EU, Euratom - 2024/2509 - EN - EUR-Lex (europa.eu)</a>
<b><i>Group leader</i></b>	See Section 2.4.1
<b><i>Group member</i></b>	See Section 2.4.1
<b><i>Identified subcontractors</i></b>	See Section 2.4.2
<b><i>Involved entities</i></b>	See Section 2.4
<b><i>Joint tender</i></b>	See Section 2.4.1
<b><i>Participating entities</i></b>	See Section 1.1
<b><i>Participant Register</i></b>	See Section 2.3 <a href="https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register">https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register</a>
<b><i>Selection criteria</i></b>	See Section 3.2
<b><i>Sole tenderer</i></b>	See Section 2.4
<b><i>Subcontracting/subcontractor</i></b>	See Section 2.4.2
<b><i>Treaties</i></b>	The EU Treaties: <a href="https://europa.eu/european-union/law/treaties_en">https://europa.eu/european-union/law/treaties_en</a>

# ANNEXES

## Annex 1. List of documents to be submitted with the tender or during the procedure

Description	Sole tenderer	Joint tender		Identified Subcontractor	Entity on whose capacity is being relied (that is not subcontractor)	When and where to submit the document?	Instructions for uploading in eSubmission (if applicable)	
		Group leader	Group member				How to name the file?	Where to upload?
1. Identification and information about the tenderer.								
<i>eSubmission view</i>								
								
Declaration on Honour on Exclusion and Selection Criteria (see Section 3.1)  <i>model in Annex 2</i>						With the tender in eSubmission	'Declaration on Honour'	With the concerned entity under 'Parties'  → 'Identification of the participant' → 'Attachments' → 'Declaration on Honour'.  For entities that are not subcontractors and on whose capacity the tenderer relies to fulfil the selection criteria, the document must be uploaded in the section of the sole tenderer

								or group leader:  → 'Identification of the participant' → 'Attachments' → 'Other documents'.
<b>Evidence</b> that the person signing the documents is <b>an authorised representative</b> of the entity <sup>24</sup> (see Section 4.3)	☒	☒	☒			With the tender in eSubmission	'Authorisation to sign documents'	With the concerned entity under 'Parties'  → 'Identification of the participant' → 'Attachments' → 'Other documents'.
<b>Agreement/Power of attorney</b> (see Section 2.4.1)  <i>model in Annex 3</i>		☒	☒			With the tender in eSubmission	'Agreement_ Power of attorney'	In the group leader's section under 'Parties'  → 'Identification of the participant' → 'Attachments' → 'Other documents'.
<b>List of identified subcontractors</b> (see Section 2.4.2)  <i>model in Annex 4</i>	☒	☒				With the tender in eSubmission	'List of identified subcontractors'	In the sole tenderer's or the group leader's section under 'Parties'  → 'Identification of the participant' → 'Attachments' → 'Other documents'.

<sup>24</sup> A document that the contracting authority can access on a national database free of charge does not need to be submitted if the contracting authority is provided with the exact internet link and, if applicable, the necessary identification data to retrieve the document.

<b>Commitment letter</b> (see Section 2.4.2 and 2.4.3)				<input checked="" type="checkbox"/>  (model in Annex 5.1)	<input checked="" type="checkbox"/>  (model in Annex 5.2)	With the tender  in eSubmission	'Commitment letter'	With the concerned entity under 'Parties'  → 'Identification of the participant' → 'Attachments' → 'Other documents'.
<b>Evidence of non-exclusion</b> (see Section 3.1)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Tenderers (sole tenderers/all group members in case of a joint tender) must provide the evidence when requested by the contracting authority and, in any event, if a tenderer is successful, before the award of the contract. Subcontractors and entities on whose capacity a tenderer relies to fulfil the selection criteria must provide the evidence only upon request by the contracting authority.	n.a.	n.a.
<b>Evidence of legal existence and status</b> (see Section 2.3)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			Only upon request by <i>the EU Validation services</i>  At any time during the procedure  In the Participant Register	n.a.	n.a.
<b>Evidence of legal capacity</b> (see Section 3.2.1)						Only upon request by <i>the EU Validation services</i>  At any time during the procedure	n.a.	n.a.
<b>Evidence of economic and financial capacity F1</b> (see						Only upon request by <i>the EU</i>	n.a.	n.a.

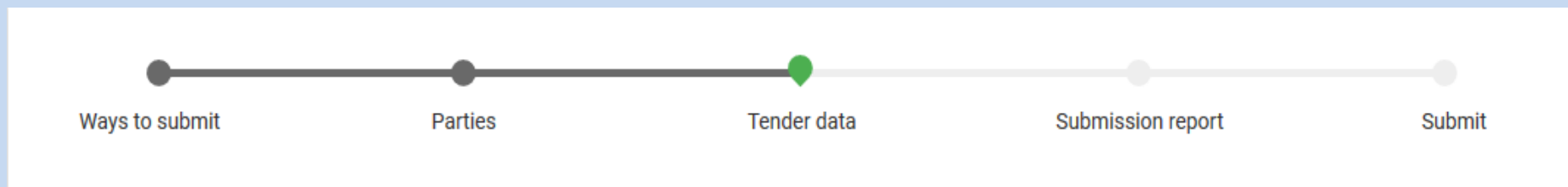
Section 3.2.2)	<p><b>The documents must be provided</b></p> <p><b>only by the involved entities</b></p> <p><b>which contribute to reaching the minimum capacity level</b></p> <p><b>for criterion F1</b></p>					<p><i>Validation services</i></p> <p>At any time during the procedure</p>		
<p><b>Evidence of technical and professional capacity T1</b> (see Section 3.2.3)</p>	<p><b>The documents must be provided</b></p> <p><b>only by the involved entities</b></p> <p><b>who contribute to reaching the minimum capacity level</b></p> <p><b>for criterion T1</b></p>					<p>With the tender</p> <p>in eSubmission</p>	<p>'Project_ reference_T1/No .1"</p> <p>'Project_ reference_T1/No .2"....</p>	<p>With the group leader or the sole tenderer under 'Parties'</p> <p>→'Identification of the participant'</p> <p>→'Attachments'→'Technical and professional capacity'.</p>
<p><b>Evidence of technical and professional capacity T2</b> (see Section 3.2.3)</p>	<p><b>The documents must be provided</b></p> <p><b>only by the involved entities</b></p> <p><b>who contribute to reaching the minimum capacity level</b></p> <p><b>for criterion T2</b></p>					<p>With the tender</p> <p>in eSubmission</p>	<p>'Project_ reference_T2/No .1"</p> <p>'Project_ reference_T2/No .2"....</p>	<p>With the group leader or the sole tenderer under 'Parties'</p> <p>→'Identification of the participant'</p> <p>→'Attachments'→'Technical and professional capacity'.</p>
<p><b>Evidence of technical and professional capacity T3</b> (see Section 3.2.3)</p>	<p><b>The documents must be provided</b></p>					<p>With the tender</p> <p>in eSubmission</p>	<p>'Study_ reference_T3/No .1"</p>	<p>With the group leader or the sole tenderer under 'Parties'</p> <p>→'Identification of the</p>



	<p><b>only by the involved entities</b></p> <p><b>who contribute to reaching the minimum capacity level</b></p> <p><b>for criterion T3</b></p>		'Study_ reference_T3/No .2"....	participant' →'Attachments'→'Technical and professional capacity'.
<b>Evidence of technical and professional capacity T4</b> (see Section 3.2.3)	<p><b>The documents must be provided</b></p> <p><b>only by the involved entities</b></p> <p><b>who contribute to reaching the minimum capacity level</b></p> <p><b>for criterion T4</b></p>	With the tender in eSubmission	'Event_ reference_T4/No .1"  'Event_ reference_T4/No .2"....	With the group leader or the sole tenderer under 'Parties'  →'Identification of the participant' →'Attachments'→'Technical and professional capacity'.

## 2. Tender data.

*eSubmission view*



***Failure to upload the following documents in eSubmission will lead to rejection of the tender.***

<b>Technical tender</b> (see Section 4.2)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				With the tender in eSubmission	'Technical tender'	Under section 'Tender Data' →'Technical tender'
<b>Financial tender</b> (see Section 4.2)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				With the tender in eSubmission	'Financial tender'	Under 'Tender Data' →'Financial tender'

<i>model in Annex 6</i>								
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**Annex 2. Declaration on Honour on exclusion and selection criteria**

### Annex 3. Agreement/Power of attorney

Call for tenders EC-JUST/2025/OP/0001

(internal reference JUST/2024/PR/CRAC/RIGH/0034)

SUPPORT TO PREVENT AND COUNTER ILLEGAL HATE SPEECH, IN PARTICULAR ONLINE

#### AGREEMENT/POWER OF ATTORNEY

The undersigned:

***[- Signatory 1 (Name, Function, Legal entity name, Registered address, VAT Number)]***

***- Signatory 2 (Name, Function, Legal entity name, Registered address, VAT Number)***

***- ...***

***- Signatory N (Name, Function, Legal entity name, Registered address, VAT Number)]***

having the legal capacity required to act on behalf of the entities they represent,

HEREBY AGREE TO THE FOLLOWING:

- 1) To submit a joint tender (the tender) as members of a group of tenderers (the group), constituted by ***[Insert names of Legal entity 1, Legal entity 2, ... Legal entity N – the name of the group leader must be included here!]*** (the group members), and led by ***[Insert name of Legal entity 1]*** (the group leader), in accordance with the conditions of the procurement documents and the terms of the tender to which this Agreement/Power of attorney is attached.
- 2) If the contracting authority awards a contract resulting from this call for tenders (the contract) to the group on the basis of the tender to which this Agreement/Power of attorney is attached, all group members (including the group leader) shall be considered parties to the contract in accordance with the following conditions:
  - (a) All group members (including the group leader) shall be jointly and severally liable towards the contracting authority for the performance of the contract.
  - (b) All group members (including the group leader) shall comply with the terms and conditions of the contract and ensure the proper delivery of their respective share of the services and/or supplies subject to the contract.
- 3) Payments by the contracting authority related to the services and/or supplies subject to the contract shall be made through the bank account of the group leader indicated in the contract.
- 4) The group members grant to the group leader all the necessary powers to act on their behalf

in the submission of the tender and the conclusion of the contract, including:

- (a) The group leader shall submit the tender on its own behalf and on behalf of the other group members and indicate in the "Contact Person" section in eSubmission the name and e-mail address of an individual as a single point of contact authorised to communicate officially with the contracting authority in connection with the submitted tender on behalf of all group members, including in connection with all relevant questions, clarification requests, notifications, etc., that may be received during the evaluation, award and until the contract signature.
- (b) The group leader shall sign any contractual documents — including the contract, [specific contracts] and amendments thereto — and shall warrant the submission of any invoices related to the performance of the contract on behalf of all group members.
- (c) The group leader shall act as a single contact point with the contracting authority in the delivery of the services and/or supplies subject to the contract. It shall coordinate the delivery of the services and/or supplies by the group to the contracting authority, and shall see to a proper administration of the contract.

This Agreement/Power of attorney may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same document.

Any modification to the present Agreement/Power of attorney shall be subject to the contracting authority's express approval. This Agreement/Power of attorney shall expire when all the contractual obligations of the group have ceased to exist. The parties cannot terminate it before that date without the contracting authority's consent.

**Name**  
**Function**  
**Name of the legal entity**

**Name**  
**Function**  
**Name of the legal entity**

**signature[s]:** \_\_\_\_\_

**signature[s]:** \_\_\_\_\_

**Done at** ....., **on** .....

**Done at** ....., **on** .....

**Name**  
**Function**  
**Name of the legal entity**

**Name**  
**Function**  
**Name of the legal entity**

**signature[s]:** \_\_\_\_\_

**signature[s]:** \_\_\_\_\_

**Done at** ....., **on** .....

**Done at** ....., **on** .....



#### Annex 4. List of identified subcontractors and proportion of subcontracting

Identification details	Roles/tasks during contract execution	Proportion of subcontracting (% of contract volume)
<i>[Full official name of the identified subcontractor, registered address, statutory registration number, VAT registration number]</i>		
<i>[Full official name of the identified subcontractor, registered address, statutory registration number, VAT registration number]</i>		
<i>[REPEAT AS MANY TIMES AS THE NUMBER OF IDENTIFIED SUBCONTRACTORS]</i>		
<b>Other subcontractors that do not need to be identified under Section 2.4.2<sup>25</sup></b>		
<b>TOTAL % of subcontracting</b>		<b>0,00%</b>

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<sup>25</sup> For this category of subcontractors, please provide in a general manner their intended roles/tasks during contract execution, as well as the aggregated % of contract volume for all non-identified subcontractors.



## Annex 5.1. Commitment letter by an identified subcontractor

[Letterhead, if any]

EUROPEAN COMMISSION

Call for tenders Ref. EC-JUST/2025/OP/0001  
(internal reference  
JUST/2024/PR/CRAC/RIGH/0034 )

Attn:

*[Insert date]*

### **Commitment letter by identified subcontractor**

I, the undersigned,

Name:

Function:

Legal entity:

Registered address:

VAT Number:

having the legal capacity required to act on behalf of *[insert name of the entity]*, hereby confirm that the latter agrees to participate as subcontractor in the tender of *[insert name of the tenderer]* for the call for tenders

Ref. EC-JUST/2025/OP/0001

(internal reference JUST/2024/PR/CRAC/RIGH/0034 ).

In the event that the tender of the aforementioned tenderer is successful, *[insert name of the subcontractor]* commits itself to make available the resources necessary for performance of the contract as a subcontractor and to carry out the services that will be subcontracted to it in compliance with the terms of the contract. It further declares that it is not subject to conflicting interests, which may negatively affect the contract performance, and that it accepts the terms of the procurement documents for the above call for tenders, in particular the contractual provisions related to checks and audits.

Done at:

Name:

Position:

Signature:

**Annex 5.2. Commitment letter by an entity on whose capacities is being relied**

**[Letterhead, if any]**

**EUROPEAN COMMISSION  
Call for tenders Ref. EC-JUST/2025/OP/0001  
(internal reference  
JUST/2024/PR/CRAC/RIGH/0034 )**

**Attn:**

*[Insert date]*

**Commitment letter by an entity on whose capacity is being relied**

I, the undersigned,

Name:

Function:

Legal entity:

Registered address:

VAT Number:

having the legal capacity required to act on behalf of *[insert name of the entity]*, hereby confirm that the latter **authorises the *[insert name of the tenderer]* to rely on its [financial and economic capacity] [technical and professional capacity] in order to meet the minimum levels** required for the call for tenders

Ref. EC-JUST/2025/OP/0001

(internal reference JUST/2024/PR/CRAC/RIGH/0034 ).

In the event that the tender of the aforementioned tenderer is successful, *[insert name of the entity]* commits itself to make available the resources necessary for performance of the contract. It further declares that it is not subject to conflicting interests which may negatively affect the contract performance, and that it accepts the terms of the procurement documents for the above call for tenders, in particular the contractual provisions related to checks and audits.

Done at:

Name:

Position:

Signature:

### **Annex 6. Financial tender form**

Annex 6 is published as a separate document