



Call for tender

Research and network coordinator on Feminist Foreign Policy

BACKGROUND

In October 2023, the “**Feminist Foreign Policy Progressive Voices Collective**” ([FFPPVC](#)) was formally launched with the motivation to provide an international platform for progressive-minded academics, policy experts, policy makers and civil society representatives to share their intelligence and influence policy developments on feminist foreign policy in Europe and beyond.

This initiative underpins the joint project “**European Feminist Foreign Policy: Doing Foreign Policy for All?**” co-initiated by **FEPS and the FES EU Office** with the support of over a dozen strategic partners.

In the continuation of The Collective’s policy shaping objectives, members of the Collective are not only encouraged to continue engaging in conversation on related matters as part of punctual follow-up (online) meetings but also to submit their proposals to contribute to the **FFPPVC Policy brief series** by (co)authoring one of the briefs in the series. The aim is to accompany policy developments in the field of FFP (e.g. ahead of the new EU legislature in the post-2024 elections context, the Shaping the Future of FFP Conference hosted by [Mexico](#) in 2024, etc.).

FEPS – GENERAL INFORMATION

The Foundation for European Progressive Studies (FEPS) is the think tank of the progressive political family at the EU level. Our mission is to develop innovative research, policy advice, training and debates to inspire and inform socialist and social democratic politics and policies across Europe.

We operate as a hub for thinking to facilitate the emergence of progressive answers to the challenges that Europe faces today.

FEPS works in close partnership with its members and partners, forging connections and boosting coherence among stakeholders from the world of politics, academia and civil society at local, regional, national, European and global levels.

Today FEPS benefits from a solid network of 74 member organisations. Among these, 40 are full members, 26 have observer status and 5 are ex-officio members. In addition to this network of organisations that are active in the promotion of progressive values, FEPS also has an extensive network of partners, including renowned universities, scholars, policymakers and activists.

PURPOSE OF THE PRESENT TENDER

The purpose of this tender is to select a qualified research and network coordinator, who would be in a position to help implement the the project “European Feminist Foreign Policy: Doing Foreign Policy for All?”. In the framework of a consultancy contract, the selected person would deliver a part-time contribution to the project estimated at approximately 4-5 working days per month.

In close and regular consultation with FEPS and FES reference persons, the tasks to be fulfilled include – notwithstanding the possibility to adjust upon mutual agreement:

- Coordinate and engage the “**Feminist Foreign Policy Progressive Voices Collective**” in terms of content and under the political guidance of its co-chairs, including:
 - organising thematic meetings with the Collective throughout 2024 (mostly online),
 - setting thematic angles to be addressed in each meeting,



- ensuring the thematic and political relevance of these meetings;
- Provide closeup guidance to the authors of the **project's policy brief series** by:
 - co-selecting adequate authors for the policy briefs series based on the related call for submissions,
 - Consult with chosen authors on the relevant thematic framing of each policy brief,
 - Offer close-up feedback and peer reviewing on the submitted drafts in line with FEPS-FES values,
 - Ensure consistency between the work of the Collective and the resulting policy briefs.
- Co-design and implement an **outreach strategy** – which would include communicating results and promoting the outcomes (both inside of Europe and externally).

These tasks, as described in the tender, would need to be completed between mid-February and 30th July 2024.

MAIN NEEDS AND PLANNING

A non-exhaustive list of requirements and preferences would be the following:

- Proven expertise in research projects' management is a requirement,
- Proven ability to draft and review (policy) papers with high rigour is a requirement,
- Affinity for progressive values and understanding of its political translation in the field of FFP is a requirement,
- A network of policy stakeholders, academic experts from within the field of feminist foreign policy, and other senior actors representing women's rights movements and civil society is an important asset,
- Degree in gender studies, international relations, European studies, political sciences or similar is an important asset,
- Strong communication and dissemination capacity an important asset,
- Capacity to write and communicate fluently in English is a requirement,
- Proven ability to deliver in a timely manner and respect the deadlines is a requirement.

PARTICIPATION IN THE TENDERING PROCEDURE

Tender Process

FEPS reserves the right to conduct the tender process and select the successful tender. FEPS is not bound contractually or in any way to a bidder to this request for tender until FEPS and the successful winner have entered into a written contract.

The key dates of this call for tender are the following:

1. Deadline for the submission of applications: receive the offer in writing via email by Friday, 16th February 2024
2. The selection committee reserves the right to schedule short exchanges to clarify unclear information
3. Candidate(s) selection: Wednesday, 21st February 2024.
4. Start of the service provision agreement: as soon as possible once selected.



Application

The offer must contain:

- A CV of the applicant (preferably with the list of publications by that applicant),
- A 500 to 1000 words outline of a draft of an outreach strategy focused on disseminating the results of the project within relevant circles of stakeholders,
- A list of research questions that should be addressed in the meetings and/or policy briefs and relevant angles to keep in mind when peer-reviewing (one page max.)
- An excel with a proposed costs estimate for the work, which in the assessment of FEPS should amount to approximatively 4-5 working days per month.

Tender main evaluation criteria

In non-preferential order, the evaluation criteria used to assess the quality of the applications is the following:

Criteria 1: The quality of the outline and the understanding of how this project could be an original contribution

Criteria 2: The relevance of the questions for the progressive family

Criteria 3: Experience in coordinating research projects

Criteria 4: A cost proposal: value per money offered by the applicant.

Criteria 5: Experience coordinating a network of civil society organisations

Contacts

If the above request is of interest to you, we invite you to liaise Euléane Omez, FEPS Project Management Coordinator at euleane.omez@feps-europe.eu

All written offers must be submitted to: David Rinaldi, FEPS Director of Studies and Policy (david.rinaldi@feps-europe.eu), Laetitia Thissen, FEPS Senior Policy Analyst for Gender Equality (laetitia.thissen@feps-europe.eu) and Euléane Omez FEPS Project Management Coordinator (euleane.omez@feps-europe.eu) putting in copy Johan Robberecht, FEPS Director of Operations, (johan.robberrecht@feps-europe.eu) and Catherine Dubois, FEPS Head of accountancy (catherine.dubois@feps-europe.eu).

Offers not provided in writing via email will not be considered.

TERMS OF PAYMENT

Prices must be fixed amounts in Euro. The amount of VAT should be shown separately on the price offer and invoice.

Costs incurred in preparing and submitting tenders are borne by the tenderers and cannot be reimbursed.



RULES FOR SUBCONTRACTING

In the case of subcontracting services to external service providers, the selection process must be disclosed to FEPS.

For any subcontracted services to be eligible, the selection process followed by the selected candidate must result in a minimum of three written offers from potential subcontracting parties and result in a signed contract with a maximum duration that does not exceed the duration of the contract signed in execution of the present tendering process.

QUALITY ISSUES

In delivering the service the tenderer shall ensure the highest quality standards of which FEPS shall be the sole judge.

CONFIDENTIALITY AND CONFLICT OF INTEREST

The tenderer undertakes that they will not at any time, either before or after the termination of this service, use or disclose or communicate to any person confidential information relating to the affairs of FEPS. This restriction shall continue to apply after the termination of the service without limit in point of time.

To ensure the independence of terms of their contract, the winning tenderer will sign a declaration certifying that they have no conflict of interests in relation to the tasks to be undertaken and undertake to inform Johan Robberecht, FEPS' Director of Operations should this status change.

TERMS AND CONDITIONS

FEPS reserves the right to reject any and all proposals, in whole or in part, to advertise for new proposals, to abandon the need for services, and to cancel or amend this call for tender at any time prior to the execution of the written contract. FEPS reserves the right to waive any formalities in the call for tender process. FEPS may respond to questions or provide information from tenderers, and is under no obligation to provide such responses or information to all other tenderers.

By submitting a proposal, the tenderer agrees that:

- FEPS may copy the proposal for purposes of facilitating the evaluation of the proposal and agrees that such copying will not violate the rights of any third party.
- It will not bring any claim or have any cause of action against FEPS based in any misunderstanding concerning the information provided or concerning FEPS' failure, neglect or otherwise, to provide the bidder with pertinent information as intended by this call for tender.
- The accomplishment of a tendering procedure imposes no obligation on the FEPS to award the contract. Should the invitation to tender cover several items or lots, FEPS reserves the right to award a contract for only some of them. FEPS shall not be liable for any compensation with respect to tenderers whose tenders have not been accepted. Nor shall it be so liable if it decides not to award the contract.

CONTRACTING AUTHORITY

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