



## CALL FOR TENDER – HR CONSULTING SERVICES

**21.01.2026**

### **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 76 member organisations. Among these, 40 are full members, 31 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.

Our ambition is to undertake intellectual reflection for the benefit of the progressive movement and to promote the founding principles of the EU – freedom, equality, solidarity, democracy, respect for human rights, fundamental freedoms, human dignity, and the rule of law.

### **PURPOSE OF THE PRESENT TENDER**

The purpose of this tender is to **select a company with experience in human resources consultancy services**.

If selected, FEPS and the candidate will formalise their relationship in a framework agreement followed by subsequent missions.

FEPS offers the possibility of signing a formal contract with no exclusivity and no minimum billing amount between March 2026 and February 2031 for HR related consulting services.

### **MAIN NEEDS AND PLANNING**

**A non-exhaustive list of areas where advice might be requested:**

- Providing advice on organisational design, including organisational charts, roles, responsibilities, reporting lines and assessment of recruitment needs.

- Providing advice on work schemes, such as flexibility arrangements, working time and conditions, and holiday and backup schemes.
- Providing advice on pay structure in line with other HR practices.
- Providing advice on appraisal and feedback processes and methods, as well as objective setting.
- Providing advice on training and development opportunities and processes.
- Ad hoc support for management on demand
- Liaising with the Social Secretariat and other companies such as Hospital Insurance, Group Insurance and Voucher Meal.

## **PARTICIPATION IN THE TENDERING PROCEDURE**

### **Tender Process**

FEPS reserves the right to conduct the tender process and select the successful tenderer.

FEPS is not bound contractually or in any way to any bidder on 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 15/02/2026
2. **Company selection:** between 16/02/2026 and 18/02/2026
3. **Provisional starting date:** 01/03/2026

The offer must contain the total cost **VAT included**. Any other costs or additional fees that may be charged in exceptional situations should be detailed and include applicable conditions (e.g. premium fee for urgency or subcontracting fees).

### **Tender documentation**

The following documents must be submitted in the application:

1. Comprehensive budget overview broken down into different categories that allow to have a comprehensive understanding of the project costs using daily rate as a reference.
2. Comprehensive detail of extra charges that may be applicable through any given mission, such as urgency fees or any other applicable charges
3. Brochure of services provided by the survey company if available
4. Examples of previous projects completed by the consulting company

## **Tender qualitative evaluation criteria**

The evaluation criteria used to assess application quality are listed in the attached file.

## **Contacts**

If the above request is of interest to your company, we invite you to liaise with Johan Robberecht (FEPS Director of Operations) or Catherine Dubois (FEPS Head of Accountancy) to request further information and submit your application.

All written offers must be submitted to [catherine.dubois@feps-europe.eu](mailto:catherine.dubois@feps-europe.eu) (FEPS Head of Accountancy) and put in copy to [johan.robberecht@feps-europe.eu](mailto:johan.robberecht@feps-europe.eu) (FEPS Director of Operations) and [accountancy@feps-europe.eu](mailto:accountancy@feps-europe.eu).

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

## **TERMS OF PAYMENT**

Prices must be fixed amounts in euros.

The amount of VAT must be disclosed on the price offer and invoice. Services and items charged should be broken down as much as possible on the invoices to provide a comprehensive overview of the project costs.

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

## **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 in 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 FEPS' Director of Operations should this status change

## **TERMS AND CONDITIONS**

FEPS reserve 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**

Foundation for European Progressive Studies (FEPS)  
Avenue des Arts 46  
1000 Brussels  
BE0896.230.213  
[www.feps-europe.eu](http://www.feps-europe.eu)

**HR Consulting services – Tender qualitative evaluation criteria**

**21.01.2026**

Criteria	Y/N	Comment	Points
<b>Total Cost</b>			10
<b>Services proposed</b>			
Providing advice on organisational design, including organisational charts, roles, responsibilities, reporting lines and assessment of recruitment needs.			2
Liaising with the Social Secretariat and other companies such as Hospital Insurance, Group Insurance and Voucher Meal.			2
Providing advice on work schemes, such as flexibility arrangements, working time and conditions, and holiday and backup schemes.			1
Providing advice on pay structure in line with other HR practices.			1
Providing advice on appraisal and feedback processes and methods, as well as objective setting.			1
Providing advice on training and development opportunities and processes.			1
Ad hoc support for management on demand			1
Others			1