

Call for tenders for activities in support to the European FULFILL research project

1. Background: the FULFILL project

FULFILL is a 3-year research project funded by the European Union, H2020 Program. FULFILL aims to support the reduction of carbon footprints and consequently mitigate climate change. It focuses on the concept of sufficiency and how households, communities and initiatives may live better with less energy and material use - including related political and societal structures that impact the lifestyles of individuals. For more information about the wider project, please visit FULFILL's website: <https://fulfill-sufficiency.eu/>

In the project, a number of exemplary local initiatives and intentional communities supporting sufficiency-driven lifestyle changes have been identified in five EU countries. Some participants to these initiatives will be interviewed during qualitative in-depth individual interviews seeking to understand the motives of these participants, and their understanding and everyday practices of sufficiency.

In order to allow an interesting comparison with non-EU cultures, the same approach and activities will be carried out in India. **This set of activities in India will be outsourced and is the subject of the present call for tenders.**

2. Activities to be sub-contracted

This call for tenders is issued by the négaWatt Association, non-profit organisation based in France and member of the consortium of the FULFILL project. It concerns the provision of services in India in English language, to be carried out from the address of the sub-contractor (except for meetings and trips for which the costs will be reimbursed pursuant to applicable rules and procedures of the négaWatt Association).

The activities are to be carried out **from December 2022 to mid-February 2023**, and include:

- **Suggesting three exemplary local initiatives or intentional communities in India** that foster sufficiency (i.e. the reduction of energy use and/or carbon footprint through activities promoting lifestyle changes); the initiatives shall be diverse in terms of location and scope. **The final choice of the initiatives will be decided by Association négaWatt** based on the sub-contractor's suggestions and other sources from the FULFILL project.
- **Identifying 10 to 15 individuals** fairly distributed among the participants in the selected initiatives who agree to take part in qualitative interviews.
- Participating in a **preparatory meeting** with social science researchers from the FULFILL project to adequately conduct the qualitative interviews in the framework of this research.
- **Carrying out qualitative individual interviews with the 10 to 15 identified people**, in line with the instructions and interview guide provided by Association négaWatt.
- Writing a **summary of each individual interview** in English, highlighting the most salient and representative quotes in each interview

- Drafting a **national report** including preliminary analysis of the interview data and contextual elements.
- Supporting Association négaWatt in **preparing the final report** due in February 2023.

3. Timeline and tendering procedure

The deadline for submitting tenders is 20 November 2022 (midnight CET).

Tenders shall follow the tendering instructions mentioned below in point 4.

Tenders shall be submitted online in pdf format to the following e-mail address:

edouard.toulouse@negawatt.org

Each tenderer will receive a formal notification of reception of the e-mail. The tenderer procedure will proceed for a few days after the submission deadline. Tenders will be screened for compliance with all formal requirements including the selection criteria mentioned below in point 5. **Among eligible tenders, the best value for money will be selected.**

Both successful and unsuccessful candidates will be informed about the evaluation results via e-mail.

4. Tendering instructions

Tenders shall be prepared as pdf document(s) and **shall include:**

- A **technical offer** (5 pages maximum) describing the interest in the work, the intended way and methodology to carry out the tasks, and how the offer meets the selection criteria.
- A **financial annex** listing the staff to be involved, their daily rates and estimated number of days to carry out the activities described in point 2. The total tentative sum shall be provided in Euros all tax included and shall not exceed € 10,000.
- CV(s)** of the involved staff and a **list of relevant projects / activities** carried out in relation to the scope of this call for tenders.

Tenders which will not include all the above listed evidence and documentation will be excluded from the evaluation.

Any questions for clarifications or other queries about the tender specifications must be sent by e-mail to Edouard Toulouse, négaWatt Association: edouard.toulouse@negawatt.org

Only questions submitted in this way will be answered, in fairness to all tenderers.

5. Selection criteria

The evaluation of tenders will be notably based on:

- The value for money to carry out the activities, in comparison to standards of operations in the country for similar work,
- The quality of the proposed methodology to conduct the activities in due time and complete them by mid-February 2023,
- The demonstrated expertise in the field of research and on the topics of energy consumption/climate change mitigation in India,
- The knowledge of field work and local initiatives in India,
- The network of contacts of the tenderers and ability to easily identify relevant contacts,
- The experience in project management and collaborating with EU partners,
- The experience in conducting fieldwork research
- The solid financial and legal state of the tenderer.

The total budget shall not exceed € 10,000.

6. Protection of personal data and confidentiality

If processing a tender involves the recording and processing of personal and sensitive data (such as name, address, email, etc.), such data will be processed pursuant to Regulation (EU) 2016/679 on data protection and privacy in the European Union and the European Economic Area.

DISCLAIMER

Views and opinions expressed in this call for tenders are those of the issuing organisation and do not necessarily reflect those of the European Union or the granting authority. Neither the European Union nor the granting authority can be held responsible for them.