

December 7, 2021

Call for Proposals

Concept Development Digital Publishing Platform “Progressive Visions for our world in 2050”

The Rosa-Luxemburg-Stiftung (the “Client”) intends to award the services specified in the enclosed Service Description in a Call for Proposals.

Please note the following dates:

End of the tender submission period:	14/12/2021 10:00 o'clock CET
End of the award and binding period:	15/12/2021
Contract period:	15/12/2021 - 30/04/2022

Terms and conditions:

The contractual conditions of the Client shall apply exclusively. The terms and conditions of the tenderer are excluded. Side offers are excluded!

The present Call for Proposals shall not be construed as an offer, and the bidder shall not have any rights arising thereof.

To participate in the Call, please submit your Application digitally before the end of the offer period. Documents can be submitted in English, German or French language.

With kind regards

Eva Wuchold, Programme Director Social Rights

Annexes:

1. Terms of reference
2. Conditions of participation
3. Price sheet
4. Standard tender form
5. Self-declaration form
6. Self-declaration on rate loyalty, minimum wage, and social security contributions
7. Qualified references form

Annex 1: Terms of reference

Awarding of a service agreement for:
Concept Development Digital Publishing Platform
“Progressive Visions for our world in 2050”

1.1. About Rosa-Luxemburg-Stiftung

Rosa-Luxemburg-Stiftung e.V. (RLS) is one of the six major political foundations in the Federal Republic of Germany, tasked primarily with conducting political education both at home and abroad. The Stiftung’s work adheres to the legacy of its namesake, German socialist leader Rosa Luxemburg, and seeks to represent democratic socialism with an unwavering internationalist focus. The Stiftung is committed to a radical perspective emphasizing public awareness, enlightenment and social critique. It stands in the tradition of the workers' and women's movements, as well as anti-fascism and anti-racism. Rosa-Luxemburg-Stiftung e.V. is a registered non-profit organization in Germany. The Stiftung is closely linked to Die Linke, the German Left Party.

The aim of the work of Rosa-Luxemburg-Stiftung is to promote a critical analysis of society and foster networks of emancipatory political, social and cultural initiatives around Germany. Internationally, it will participate in cooperative development projects and advocate for a dialogue between the Global North and South conducted on equal footing. Like other political foundations, Rosa-Luxemburg-Stiftung seeks to develop and expand the concept of political education by emphasizing a critical analysis of society as our central task, further underlined by our namesake.

Based on the firm belief that social change requires a reflective confrontation with today's capitalist society as a whole, the Rosa-Luxemburg-Stiftung strives to develop alternative concepts and approaches for a comprehensive process of social transformation enabling the creation of a more united and just society. Education and training in democratic socialist politics, analysis, information and policy advice are therefore the Rosa-Luxemburg-Stiftung’s basic tasks.

1.2. Background

The Geneva office of Rosa-Luxemburg-Stiftung was founded in 2019. It serves as the liaison office to the UN institutions in Geneva, but as well work thematically towards the issues of global social rights, socio-ecological transformation and transnational organizing.

This Call for Proposals for a Service contract on **the Concept Development of a Digital Publishing Platform “Progressive Visions for our world in 2050”** is being published in the context of RLS Geneva office aiming at elaborating and disseminating analysis and tools useful for organizations, activists and social movements fighting for social rights and climate justice, strengthening the links between organizations and struggles on a global scale, raising awareness on these issues among a large audience.

1.3. Aim of the service

We are looking for a consultant to develop the concept (content and design) and prototype of an interactive **Digital Publishing Platform** which aims at fostering and sharing “Progressive Visions for our world in 2050”.

RLS-Geneva aims at contributing to the creation of a “new internationalism”. Centred around a revitalized UN, this new internationalism aims to achieve a democratic, peaceful, gender-equitable, socio-ecological transformation, and to protect civil, political, economic, cultural, and social rights.

This new internationalism would be focused on the implementation of global social rights, the democratization of international organizations, and the strengthening of multilateral action. At the core of this perspective, the « global social rights», as a concept that potentially points towards a post-capitalist society where the controlling norms are no longer capital valorisation and the principle of profit, but rather the satisfaction of human needs. As the Agenda 2030 adopted by the United Nations in 2015 gives considerable prominence to an interlinked discussion of human and social rights, the concept of «global social rights» is a catalyst for social rights struggles and political intervention within debates around the politics of development.

In close collaboration with RLS-Geneva team, the consultant will

1. conduct a participatory research to identify
 - the strengths and limits of what already exists today in terms of digital tools/spaces for international solidarity, for strategic political debate within the political and social left, and the collective formulation of demands and proposals for emancipatory politics
 - the needs of progressive social and political movements and activists worldwide in relation to the objectives defined just above (international solidarity, strategic political debate, collective formulation of demands)
2. elaborate, on the basis of the research, to provide recommendations in terms of
 - content of the platform
 - partners to be involved
 - digital tools to propose (blog, map, podcasts, video, newsletter,...)
 - collaborative mode of operation (to participate/update/manage the platform)
 - technical solutions (for languages, interactivity, etc.)
 - structure and design of the platform,
 - communication, social media strategy
3. design a prototype of the platform
 - propose a name/title
 - propose a visual identity
 - propose a structure for the platform

1.4. Deliveries and timeline

Final files to be delivered:

Pos 1: Concept note, by Dec 20, 2021

Pos 2: Participatory research results and report, by February 28, 2022

Pos 3: Recommendations, by March 31, 2022

Pos 4: Prototype design of the platform, by April 30, 2022

1.5. Expected qualifications and review criteria

In your application, please specify how you plan to approach the project. Please also submit relevant work samples, references and complete the price sheet.

We are particularly keen to receive applications from individuals or agencies who can identify with the Rosa-Luxemburg-Stiftung's values and goals and have relevant experience in working on political or social issues.

The selection will be based on the following criteria:

- Relevant experience in interactive digital projects
- Experience on political and/or social issues in a global context
- Clear understanding of project needs, suitability of the project proposal with project needs
- Quality of the work samples
- Price

The following points are defined as evaluation criteria for the selection of the offer:

Review criteria	Weighting
B1 Price (Inclusive price for all basic services according to terms of reference)	50%
B2 Performance (work experience and expertise with regard to the advertised performance)	50%

1.6. Travel expenses of the contractor

The travel expenses are covered according to the internal guidelines of the client. This means that the client bears the travel and accommodation costs, regardless of the fee rate. Other costs such as expenses for telephone charges, use of public transport, etc. incurred in connection with the performance of the task will be reimbursed on presentation of appropriate receipts insofar as they are unavoidable and appropriate in the circumstances.

1.7. Applications

Applicants submit an offer specifying prices. For this purpose, the price sheet (Annex 3) must be used and submitted with the offer. Furthermore, we request all the documents mentioned in 2.2 *Content of the tender* under Annex 2 (Conditions of Participation).

The time availability during the contract period must be guaranteed.

If the applicants are subject to VAT, this must be communicated with the application together with the amount of the applicable VAT. The VAT is then paid in addition. If no communication is made, the price is the gross amount.

If you have any questions regarding the call for applications or your application, please send an e-mail to Jeanne Planche, Project Manager Social Rights (jeanne.planche@rosalux.org).

Please always use the subject line: **Call for Proposals – Concept Development Digital Platform**

For reasons of transparency and equal treatment, all possible tenderers will be provided with the answers to questions.

Submission (digital) to:

Please send your written application (by e-mail) to

Jeanne Planche, jeanne.planche@rosalux.org, Project Manager Social Rights
by 14/12/2021, 10:00 o'clock Central European Time.

The receipt of applications will not be confirmed.

Rosa-Luxemburg-Stiftung
Chemin de Balexert 7-9
1219 Châtelaine
Switzerland

1.8. Award and contract process / time frame

Negotiations are not allowed in this procurement procedure.

- Publication: 06/12/2021
- End of the offer period: 14/12/2021, 10:00 o'clock CET
- End of the award and binding period: 15/12/2021
- Contract period: 15/12/2021 - 30/04/2022

Annex 2: Conditions of Participation

1. General

- 1.1. No costs will be reimbursed for processing the tender.
- 1.2. Terms and conditions of the tenderer are excluded. In case the tenderer declares his own terms and conditions as part of the contract, this constitutes an inadmissible amendment or addition to the contract and leads to the exclusion of the tender.
- 1.3. The information distributed in connection with this Call for Proposals may only be used for the preparation of the tender. Any use for other purposes is prohibited.

2. Content of the tender

The following evidence/documents must be submitted with the tender:

- 2.1. Completed and signed Price Sheet (Annex 3)
- 2.2. Completed and signed Standard Tender Form (Annex 4)
- 2.3. Signed Self-declaration Form (Annex 5)
- 2.4. Signed Self-declaration on rate loyalty, minimum wage, and social security contributions (Annex 6)
- 2.5. Completed and signed Qualified References Form (Annex 7)
- 2.6. CV and/or Work samples (in English, French or German)

3. Exclusion of tenderers

- 3.1. The Service Agreement will be concluded with knowledgeable, efficient and reliable tenderers only who are professionally carrying out the tendered services.

4. Conditions for submitting a tender

- 4.1. The tender signed documents must be in English or German language. All required additional documents, statements, and samples must be submitted within the tender submission period. Correspondence with the tendering authority must also be conducted in English or German language.
- 4.2. The Standard Tender Form attached to the tender documents is to be used exclusively for the preparation of the tender. The tender has to be submitted document proof, legible, and unequivocal.
- 4.3. The tenderer is obliged to provide all explanations required in the tender documents and to provide all other required information. Incomplete or incorrect tenders are excluded from the evaluation.
- 4.4. Changes to the tenderer's entries must be unequivocal; otherwise, the tender is excluded. An incorrect entry should be crossed out and the correct entry should be added above or beside it. The tenderer's signature or initials should mark changes.
- 4.5. The tender and any other required documents and explanations should be signed by stating the date of conclusion at the given place. The name of the signatory must be recognizable, e.g. full name in block capitals below the signature. Tenders that are not properly signed at the specified place are excluded from the evaluation.
- 4.6. The signed tender form must be submitted with the tender as the included contract conditions are legally binding.

5. Corrections, changes, or withdrawal of the tender

- 5.1. The tender may be amended, corrected, or withdrawn in writing until the expiry of the tender submission period.
- 5.2. Corrections, or changes, or the withdrawal of tenders is to be made in writing.
- 5.3. The award period begins with the expiry of the tender submission period. Until the end of the award period, the tenderer is bound to her / his tender. During this period, the tender can no longer be changed, or withdrawn.

6. Prices

- 6.1. The prices valid for the tender are indicated in the Price Sheet (Annex 4).
- 6.2. Prices are to be offered in EUR and stated without VAT (net)

7. Award criteria

The award criteria are set out in the Terms of Reference (Annex 1).

Annex 4: Standard Tender Form

Name of the tenderer (company name) :
Postal address of the tenderer:
represented by:

To
Rosa-Luxemburg-Stiftung
Chemin de Balexert 7-9
1219 Châtelaine
Switzerland

Contact person:
Phone No.:
Email:
Place and date of issue :

Dear Madam or Sir,

We offer you the execution of the services described in the tender documents at the prices indicated in the Price Sheet (Annex 3). The application conditions and instructions are taken into account. The tender contains all required information, explanations, and proofs. We accept the terms and conditions according to the tender documents without restriction.

The price information in the Price Sheet (Annex 3) are fixed prices for the period mentioned in the Terms of reference. Price changes are only possible based on legal requirements.

Until the expiration of the award period on 15/12/2021, this tender binds us.

In addition, we confirm the following components of the tender documents, which become part of the contract in the case of the award: Terms of reference (Annex 1), Conditions of Participation (Annex 2), Price Sheet (Annex 3), Standard Tender Form (Annex 4), Self-declaration Form (Annex 5), Self-declaration on rate loyalty, minimum wage, and social security contributions (Annex 6), Qualified References Form (Annex 7).

We are aware that proofs of self-declaration that (on special request of the awarding authority) are not considered as provided even if they are mentioned in the tender or in accompanying statements. By signing the tender, we confirm the content of all explanations and evidence, even if submitted in separate attachments.

Further requests by the tenderer:

- In case of non-consideration of the tender, please inform us about the rejection of the tender.
- All tenderers are jointly and severally liable for the contractual execution of the services by their signature. With the additionally requested tenderer declaration signed by all tenderers it is confirmed that the lead company is authorized to represent all tenderers before the awarding authority.

Company name / address

Date

Signature

Name of the signatory in block capitals

The incorrectness of forgoing or attached explanations, information, or documents leads to the exclusion from the award procedure. An already awarded contract may be terminated without notice for important cause in cases of violation of contractual secondary obligations. The adjacent signature covers all explanations, information, and evidence of this tender, even if attached in a separate Annex.

If the signature is missing, the offer is deemed not to have been submitted, and is not considered in the evaluation. Incomplete offers can be excluded from the award procedures!

Annex 5: Self-declaration Form

1. The tenderer declares that

- no person who's behaviour is attributable to her or his company has been issued with a final sentence for or that his company has been fined with financial penalties according to administrative offence acts;
- her or his company's obligations to pay taxes, duties, or contributions to the social security have been met, and that in this regard no judicial or administrative decision exists, or that her or his company has fulfilled its commitments by paying taxes, fees and social security contributions including interest or penalties.

2. The tenderer declares that her or his company

- did not violate environmental, social, or employment obligations in the execution of public contracts;
- is not insolvent, and that no insolvency proceedings or comparable proceedings have been initiated against her or his company and its assets, that the opening of such proceedings has not been rejected due to a lack of assets, and that the company did not enter into liquidation nor has it ceased its activity;
- has not been guilty of serious misconduct in professional matters which question the integrity of the company.

3. The tenderer declares that there are no reasons for her or his company to be excluded due to undeclared work and illegal employment.

The tenderer undertakes to ask subcontractors to comply with the above statements 1 to 3.

Date, stamp (if available) and legally binding signature

Annex 6: Self-declaration on rate loyalty, minimum wage, and social security contributions

The tenderer agrees

- to comply with the respective statutory minimum wage.
- to commit her or his subcontractors or distributors commissioned by him to comply with the respective statutory minimum wages.

If the tenderer or one of his subcontractors violate the above-mentioned obligations culpably, the awarding authority and the tenderer agree on a contractual penalty of 1 per cent of the contract amount for every culpable violation, in several cases of up to 5 per cent of the contract amount. The tenderer is also liable for the payment of a contractual penalty in case the obligations were violated by a subcontractor appointed by her or him or a subcontractor employed by the subcontractor.

The culpable non-fulfilment of the above mentioned obligations by the tenderer or its subcontractors entitle the awarding authority to a termination without notice.

I declare / we declare

- with my / our signature(s) to comply with the specific rate loyalty, minimum wage, social security contributions as listed above;
- to pay my / our employees the same remuneration for the same or equivalent work in the execution of the services.

I am / We are aware that a violation of this statement may result in my / our exclusion from further contract awards.

Place, date

Signature, company stamp (if available)

Annex 7: Qualified References Form

Reference 1

Contracting authority with address	
Contractual object	
Contact person	
Phone number	
Contract period	

Reference 2

Contracting authority with address	
Contractual object	
Contact person	
Phone number	
Contract period	

Reference 3

Contracting authority with address	
Contractual object	
Contact person	
Phone number	
Contract period	

Date, stamp (if available) and legally binding signature