

Call for Tender

EWoB 2021 Gender Diversity Index (GDI)

European Women on Boards (EWOB) and EWoB GDI Introduction

European Women on Boards (EWoB) is a Belgian, non-profit organization based in Brussels. EWoB, a unique „network of European networks “, has been continuously growing its base of active followers since the foundation in 2013. It directly supports the European Commission in achieving the targets set by the new EU Gender Equality Strategy 2020-2025.

EWOB is a unique network of networks engaged in promoting the key role women play on European boards of directors, currently comprising 5 member association. Our long-term goal is to grow the organisation, so it eventually represents all EU countries.

A key objective of EWOB is to create a platform of exchange and dissemination at European level to promote Gender Diversity for efficient and performant governance.

The commitment of EWoB is to help corporations make the change by developing talents and skills of senior business women, who will become ready to take on the top positions with international visibility and board mandates, and also by mediating the sharing of best practices at the European level.

The **EWoB Gender Diversity Index (GDI)** is the first research focusing on executive and decision making bodies of the 600 companies listed on STOXX Europe 600 from 17 European countries. It uses a weighted Gender Diversity Index to measure individual companies’ performance looking at 10 comparative criteria. The study provides insights on gender diversity in European corporate world by countries, industries and companies. The first EWoB *GDI* was launched in November 2018 and benchmarked 200 companies in 9 countries. It gained significant press coverage in media such as Financial Times, Agencia EFE and Fortune, while the award ceremony received the presence of various influencers, such as Věra Jourová, European Commissioner for Justice, Consumers and Gender Equality. In January 2020, EWoB launched 2019 EWoB Gender Diversity Index which covered 600 STOXX Euro companies from 17 European countries. The EWoB Gender Diversity Index 2019 was presented to the European Commission and helped as a credible source to formulate the EU Gender Equality Strategy 2020-2025.

On January 21st, 2021, EWoB introduced publicly the 2020 EWoB Gender Diversity Index, which covered 600 STOXX Euro companies from 17 European countries and additional 81 companies from countries underrepresented in STOXX 600 index: 20 from Ireland (ISEQ 20), 20 from Portugal (PSI 20), 20 companies from Austria (ATX), 20 from Poland (WIG), 9 from Luxembourg (LUXx) and 12 from Czechia (PX). Each of the listed EU countries have its Country Report.

Hereby we attach final EWoB GDI report for research conducted in 2020:

<https://europeanwomenonboards.eu/wp-content/uploads/2021/01/Gender-Equality-Index-Final-report-2020-210120.pdf>

Background Information and Purpose of this Tender:

EWOB Gender Diversity Index (GDI) – scope definition

The purpose of this tender is to select a professional service provider to work with EWOB in the preparation and delivery of a piece of work relating to its Women’s Empowerment in Leadership Positions Program (WELP)

In order to deliver WELP, EWOB needs the support of a service provider which will focus on the delivery of the following piece of work:

EWOB will be conducting a 2021 Gender Diversity Index research study, building on the work done on 2018, 2019 and 2020 GDI editions.

2021 EWoB GDI edition will need to cover STOXX Euro 600 companies and for selected countries, underrepresented in the STOXX 600, up to 20 additional companies in order to produce country reports (for each country the GDI must include 20 companies, either from STOXX 600 or from local country Stock indexes). Our estimate is that up to 700 companies will be benchmarked within GDI 2021 edition.

Selected countries to be covered by GDI research, including individual country reports are:

1. Austria
2. Belgium
3. Czech Republic
4. Denmark
5. Finland
6. France
7. Germany
8. Italy
9. Ireland
10. Luxembourg
11. Netherlands
12. Spain
13. Sweden
14. Switzerland
15. Poland
16. Portugal
17. United Kingdom

The service provider must apply the same methodology for GDI calculation as used in previous 2019, 2020 GDI editions, in order to ensure comparability. The Service provider will need to develop and agree with EWoB processes and work required with relation to EWoB's GDI. The service provider will look at 10 criteria's such as % of women on boards, % of women Chairs of Boards, % of women CEOs, % of women in nomination committees, % of women in remuneration committees, % of women in audit committees, % of women chairs of nomination committees, % of women chairs of remuneration committees, % of women chairs of audit committees and % of women in executive committees.

This work will include but is not limited to:

- Definition of the list of companies, including contact details
- Data gathering for defined scope
- Data verification
- Data analysis, including comparison to 2020 GDI results
- Collaborative platform
- Study preparation (fact sheet)
- Annual detailed report with comparative national and pan EU overview including reports overall graphic design and format
- 17 individual country reports
- Industries perspective report
- Year to year comparison report, 2021 vs 2020
- GDI 2021 results presentation during EWoB GDI launch and AWARDS event (planned for 14th January 2022)
- Infographic video presenting the results (up to 2 minutes maximum).
- 3 social media teasers to be published before press release planned for 10th January 2022

More about the expected level of detail and format of the research outcome can be found in EWoB GDI 2020 research webpages:

<https://europeanwomenonboards.eu/portfolio/gender-diversity-index-2020/>

Financial offer, Duration, Submission process:

Contract Price

Financial offer must include two price options:

Option 1 – for the full defined scope as above

Option 2 – for the defined scope as above, but excluding the Data gathering and verification activities EWoB might decide to conduct data gathering and verification for the defined scope in-house, subject to price offers. The final arrangement will be subject of signed contract.

Prices must be fixed amounts in Euro and will not be subject to revision. An indicative price per man day should be provided, in case of scope extension and agreed in written form by both parties. VAT

should be shown separately on the price offer and invoice, if applicable. Costs incurred in preparing and submitting tenders are borne by the tenderer and cannot be reimbursed.

Duration of the Assignment:

Following project plan and delivery timing must be followed:

Project start: 14th June 2021

- Define list of companies, including contact details: 14-23rd June 2021
- Data gathering for defined scope: 23rd June – 23rd August 2021 (9weeks)
- Data verification: 30th August – 11th Oct. 2021 (6 weeks)
- Data analysis, including comparison to 2020 GDI results: 11th Oct. – 1st Nov. 2021
- Study preparation (fact sheet) – 1st – 15th Nov.2021
- Annual detailed report with comparative national and pan EU overview – until 29th Nov. 2021
- 17 individual country reports – until 6th Dec 2021
- Industries perspective report – until 6th Dec 2021
- Year to year comparison report – until 6th Dec 2021
- GDI 2021 results presentation during EWoB GDI launch and AWARDS events (planned for 14th January 2022)
- Infographic video presenting the results (up to 2 minutes maximum) – until 13th Dec 2021
- 3 social media teasers to be published before press release planned for 10th January 2022 – in period of 1st – 17th Dec 2021

Project end: 30th January 2022

Submission and Selection Process:

Tenderers should submit the following documents:

- The completed submission form (see annex)
- CV/s of people involved in implementing the Tasks
- list of references and examples of work

The above should be sent to Martina Klepalova, EWoB Program Manager, at martina.klepalova@europeanwomenonboards.eu by close of business on 31th May 2021.

EWoB reserves the right to conduct the tender process as per its standard procedures, and to select the successful tender. EWoB is not bound contractually or in any other way until EWoB and the successful tenderer have entered into a written contract.

Participation in this tender process is open to all natural and legal persons fulfilling the above mentioned eligibility criteria and language requirements. EWoB may, at its discretion, extend the

closing date and time of the tender. The selection procedure will be based on the principles of equal treatment, fairness and transparency and on expertise (50%) and price (50%).

Applicants will receive acknowledgement of receipt of their tender and will be informed of the outcomes of the selection process within one week of closure of the tender. EWOB is not obliged to provide reasons for its decision to shortlist; accept or reject any tender.

Offers will be evaluated based on the following:

- Cost: most economically advantageous tender
- References/examples of work – demonstrated quality of the technical and professional capacity
- Demonstrated knowledge/relevant expertise.
- Experience of working in International or EU-funded programmes.
- Timeline: expected timely delivery of the services concerned

Applicants must have excellent knowledge of the English, the working language of EWOB.

Schedule of the Tender:

The call for tender is open from 15 May 2021 to 31 May 2021.

Tender submission and schedule of the work are as follows:

- Launch Tender: 15th May 2021
Close of the Tender: 31st May 2021
- Selection of the tenderer: 4th June 2021
- Signature of the Contract: 11th June 2021
- Start of the assignment: 14th June 2019
- End of the assignment: 30th January 2022

EWOB 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.

The completion of a tendering procedure imposes no obligation on EWOB to award the contract. EWOB shall not be liable for any compensation with respect to tenderers whose tenders have not been accepted.

For more information, please contact Martina Klepalova, EWOB Program Manager, at martina.klepalova@europeanwomenonboards.eu or + 420 737 264418.

Annex – Tender Submission Form

Service Provision for: **EWOB 2021 Gender Diversity Index (GDI)**

1. Tenderer's Information:

Name:	
Company Name:	
Full address:	
Website:	
Email address:	

2. Contact Person Information:

Name:	
Company Name:	
Full address:	
Email address:	

3. Description of Services:

a. Your Profile

Please outline your knowledge, skills and experience in respect to the requirements of the Call.

b. Technical Specifications

Please describe how you would approach the work and how you would expect to meet EWoB's expectations.

c. Project timeline

Please describe how you would approach the work and how you would expect to meet EWoB's expectations.

d. Financial Specifications

Please outline your financial offer for carrying out the work.

e. References

Please provide the references related to similar projects that you have conducted in the past.