

## Call for Tender for Research consultancy services

The Alliance of Liberals and Democrats for Europe Party (ALDE Party) brings together parties with common liberal, democrat and reform ideas from more than 40 European countries. The Brussels-based ALDE Party Secretariat supports the activities of the Party; organises its meetings; manages its external communication; and facilitates European policy development and networking amongst liberal parties.

### Long-term services contract for Research consultancy services

#### 1. Purpose of the contract

The aim of this tender is to acquire the expertise of a research and data consultant to support the needs of our organization. The selected contractor will work closely with the Secretariat to collaborate on the preparation of ALDE Party surveys and their analysis as well as support the organisation by providing trainings and acting as a facilitator of best-practice exchanges among the secretariat and our main stakeholders. The Contractor may be established in any country in Europe and is not required to be based in Brussels.

The Contractor is expected to provide services corresponding to an estimated 10 working days per month, with one working day equivalent to 7 hours. This number of days is indicative and may vary from month to month, with some periods requiring fewer days and others requiring more. The exact number of days to be provided each month will be agreed with the Contractor at the time of contract signature, and any potential variations will also be regulated in the contract.

The bidder must be available to start service delivery from 1 April 2026. However, this date is indicative and does not guarantee the start of services on that day. The ALDE Party reserves the right to postpone the commencement of service delivery if required for operational reasons.

#### 2. Nature and duration of the contract

The contract to be awarded is a direct contract for provision of services. In direct contracts all the terms governing the provision of the services, supplies or works are defined at the outset. Once signed, they can be implemented directly without any further contract procedures.

The contract will be concluded for an initial duration of twelve (12) months, starting 1 April 2026. It may be renewed for up to four (4) additional years, on an annual basis, subject to satisfactory performance by the contractor and the availability of budgetary resources.

**3. Estimated value of the contract:** 270.000€ excluding VAT based on an indicative annual expenditure of 54.000€ excluding VAT. These values are provided for reference purposes only and do not constitute any obligation for the ALDE Party to commit to these amounts.

#### 4. Price revision

The fees stipulated in the offers submitted to this tender are subject to potential review and adjustment to account for inflationary factors as of year 2 following the signature of the agreement. Such adjustments, if necessary, will be determined based on changes in the Consumer Price Index (CPI) with the application of the following formula:

$$Pr = Po \times (Ir / Io)$$

where:

Pr = revised price

Po = price in the tender

Io = index for the month in which the framework contract enters into force

Ir = index for the month in which the request to revise prices is received

The applicable index shall be the Consumer Price Index (CPI) for Belgium, published by Statbel.

Requests by the contractor to indexate the prices must be made before the yearly anniversary of the contract since its entry into force.

## 5. Detailed description of the services to be provided

5.1 A description of the domains is given hereafter. It should be noted that the descriptions are indicative, and the definitions are non-exhaustive:

1. Preparation of ALDE Party Surveys: research questions formulation, definition of concepts and measures, questionnaire drafting, weighting and quotas, prototyping of survey analysis and visualizations, data analysis, and presentation of results.
  - o ALDE Party conducts approximately four large research (qualitative and quantitative) waves each year. The consultant's work will be particularly used during these periods to inform the work that ALDE Party does on research and to provide additional capacity to the Research and Campaigns team.
  - o The consultant will be expected to keep up to date with the latest trends in quantitative research methods and the latest developments in political research that could be useful for the ALDE Secretariat's work.

Survey research should build from previous ALDE Surveys that the consultant will have access to and contribute towards the broader ALDE Party 2029 strategy. The consultant

will be expected to work with various partners and team members to prepare questions and determine the scope of the surveys in each country.

The Consultant will be responsible for suggesting and monitoring quotas prior to the fieldwork and weighting the data once the fieldwork is completed.

The consultant will support the data analysts on the team with the analysis of the results. This includes, but is not limited to, ensuring the quality of the responses, preparing visualizations of the results and suggestions of new visualizations.

#### Deliverables:

As part of the survey process the consultant will work with ALDE Secretariat on preparing presentations of the results for various stakeholders. This could involve the creation of further analysis of the data as well as the delivery and putting together slides. The consultant will potentially have to provide the ALDE Secretariat with support on the political implications of the data.

The presentations and deliverables should be prepared in accordance with the ALDE Survey Branding Guidelines.

2. Creation of data visualisations, reports or dashboards relevant for post-election analysis on the EU level and across the EU countries.
3. Assistance to ALDE Party staff and facilitation of best-practice exchanges, including presentations if required, among member parties, with a focus on developing new tools and methods for analysis voter behaviors and party competition in Europe.
4. Trainings to ALDE Party staff on the use of the data and facilitator of best-practice sharing among ALDE member parties on the use of the data.

The awarded contractor may be required to travel to the ALDE Party headquarters and, when necessary, to other locations within the European Union to deliver the required services. Any travel periods, if applicable, will be agreed in advance between the contracting authority and the awarded contractor to allow for appropriate planning and organization of the contractor's work schedule.

## **6. Subcontracting**

A contractor may subcontract part of the services. Tenderers must state what part of the work, if any, they intend to subcontract and to what extent (i.e. what percentage of the total contract value). If awarded the contract, the contractor may not choose subcontractors other than those mentioned in the bids unless they obtain the prior written authorisation of ALDE Party. The overall responsibility of the work remains with the contractor.

## 7. Exclusion and selection criteria

### 7.1 Exclusion criteria

Participation in this tender procedure is only open to tenderers (all entities of all sizes involved) that are not in a situation of exclusion as specified in Annex II, which includes:

- bankruptcy and insolvency situations;
- non-payment of taxes or social security contributions;
- grave professional misconduct;
- fraud, corruption, participation in a criminal organisation etc.;
- serious breach of contract.

### 7.2 Selection criteria

- Excellent knowledge of English (written and spoken). Evidence requested: Curriculum vitae (CVs) of the lead researcher(s)
- Excellent knowledge of R. Evidence requested: Curriculum vitae (CVs) of the lead researcher(s)
- Suitably qualified and experienced manpower:
  - o at least a Master's degree in Political Science, European Studies, International Relations, Economics, or a related discipline.
  - o minimum 5 years of professional experience in policy research, political analysis, or consultancy relevant to European politics.

Evidence requested: Curriculum vitae of the consultant(s) showing:

- Expertise in survey methodology, research question formulation, questionnaire drafting, weighting, quotas, data analysis and statistical modelling.
- Experience in political or electoral research at EU or national level
- Experience in producing visualisations, dashboards, and reports
- Experience in delivering trainings or workshops
- Demonstrated capacity to deliver public opinion research (working proficiency in other EU languages will be considered an asset).

Evidence requested: provide 2 prior completed assignments (in English) over the past 5 years in the fields of:

- o Political analysis and forecasting in the EU context, or
- o Public opinion or electoral research at national or EU level, or
- o Policy impact assessments, comparative studies, or party landscape mapping.
- Availability to allocate an estimate of, at least, 8 days per month to these services. Evidence requested: self-declaration form in Annex II

## 8. Award criteria:

The contract will be awarded on the basis of the best value for money award criteria, taking into account both quantitative and qualitative criteria weighted as indicated in the table below.

Should the outcome of the evaluation lead to two or more tenders with the same result, the tenderer who has been awarded the highest marks for quality will be deemed to be the most economically advantageous tender. This approach will continue to be applied to each of the award criteria in the order listed above until a most economically advantageous tender can be determined.

The quality of the tender will be evaluated based on the following criteria:

Qualitative award criteria (60%)	Maximum points
<p><b>1. Understanding of the assignment and political context</b></p> <p>This criterion assesses the background knowledge of the tenderer of the European Political Parties environment:</p> <ul style="list-style-type: none"> <li>• Depth of understanding of the ALDE Party’s mission, liberal values, and the wider European political landscape.</li> <li>• Relevance and clarity of the proposed approach to address ALDE’s specific research needs.</li> </ul> <p><b>Evidence to be submitted:</b> one-page assessment of a given ALDE Party pan-European survey. Due to confidentiality requirements, the exercise cannot be published online. Interested tenderers may request access to the documents by contacting us at <a href="mailto:compliance@aldeparty">compliance@aldeparty</a>.</p>	33 points
<p><b>2. Technical quality of the proposal</b></p> <p>Measures the clarity, feasibility, and methodological robustness of the proposed approach to survey preparation, data collection, weighting, and analysis. This includes:</p> <ul style="list-style-type: none"> <li>• Understanding of survey objectives and alignment with ALDE Party needs</li> <li>• Appropriateness of proposed methods for question formulation, sampling, quotas, and weighting</li> <li>• Ability to ensure data quality and validity</li> <li>• Proposed approach to statistical analysis and interpretation of results</li> </ul> <p><b>Evidence to be submitted:</b></p> <ul style="list-style-type: none"> <li>- Provide one example of a survey question you would include in an ALDE Survey</li> <li>- Provide a Weighting Schema</li> </ul>	33 points
<p><b>3. Data visualization and reporting</b></p> <p>Measures the ability to present complex data in a clear, engaging, and stakeholder-friendly manner. This includes:</p>	17 points

<ul style="list-style-type: none"> <li>- Quality and innovation in visualisations</li> <li>- Relevance of visual outputs for decision-making</li> <li>- Alignment with ALDE Survey Branding Guidelines</li> </ul> <p><b>Evidence to be submitted:</b></p> <ul style="list-style-type: none"> <li>- Examples of prior dashboards, charts, or reports</li> <li>- Explanation of visualisation tools and techniques used</li> <li>- Mock-ups if available</li> </ul>	
<p><b>4. Training and capacity-building approach</b></p> <p>Measures the ability to effectively transfer knowledge to ALDE Party staff and member parties, including:</p> <ul style="list-style-type: none"> <li>- Structure, clarity, and pedagogical quality of proposed training sessions</li> <li>- Methods for facilitating best-practice exchanges</li> <li>- Relevance and usability of training materials</li> </ul> <p><b>Evidence to be submitted:</b></p> <ul style="list-style-type: none"> <li>- Outline of training sessions (content, format, duration)</li> <li>- Examples of previous training materials or workshops</li> </ul>	17 points
<p><b>Quantitative award criteria (40%)</b></p>	<b>Maximum points</b>
<p><b>3. Price</b></p>	100

### 9. We offer:

The contract will be concluded for an initial duration of twelve (12) months. It may be renewed for up to four (4) additional years, on an annual basis, subject to satisfactory performance by the contractor and the availability of budgetary resources.

### 10. How to apply

Please apply by sending a detailed proposal in English, addressing the below elements:

1. Overview of your entity addressing among other elements its background, experience, outreach and expertise in providing the required services.
2. Curriculum vitae (CVs) of the lead researcher(s) proving:
  - a. Excellent knowledge of English (written and spoken).
  - b. Excellent knowledge of R.
  - c. Expertise in survey methodology, research question formulation, questionnaire drafting, weighting, quotas, data analysis and statistical modelling.
  - d. Experience in political or electoral research at EU or national level
  - e. Experience in producing visualisations, dashboards, and reports
  - f. Experience in delivering trainings or workshops
3. Provide 2 prior completed assignments (in English) over the past 5 years in the fields of:
  - a. Political analysis and forecasting in the EU context, or
  - b. Public opinion or electoral research at national or EU level, or

- c. Policy impact assessments, comparative studies, or party landscape mapping.
4. One-page assessment of a given ALDE Party pan-European survey. Due to confidentiality requirements, the exercise cannot be published online. Interested tenderers may request access to the documents by contacting us at [compliance@aldeparty.eu](mailto:compliance@aldeparty.eu). Refer to award criteria nr 1.
5. Provide one example of a survey question you would include in an ALDE Survey and provide a Weighting Schema. Refer to award criteria nr. 2.
6. Provide examples of prior dashboards, charts, or reports, an explanation of visualisation tools and techniques used and mock-ups if available. Refer to award criteria nr. 3.
7. Provide an outline of training sessions (content, format, duration) and examples of previous training materials or workshops. Refer to award criteria nr. 4.
8. Financial form (Annex I) filled out.
9. Selection and exclusion criteria (Annex II) filled out and signed.

**Application without all the requested information and documentation will not be considered.**

## 11. Deadlines

Tenders must be submitted filled in and signed, by **20 February 2026** at 23:59 CET to Gisela Ducaille Sinués, Compliance and Finance Manager, at [compliance@aldeparty.eu](mailto:compliance@aldeparty.eu). The deadline for the selection of the tenderer is set by 9 March 2026.

For any questions regarding this call for tender, please contact Raphael Velez, Research and Campaigns Manager at [rvelez@aldeparty.eu](mailto:rvelez@aldeparty.eu) with the Compliance team in cc at [compliance@aldeparty.eu](mailto:compliance@aldeparty.eu).