

Public Call ARTDEMO4EU/RESEARCH/01/2026 – Engagement of External Research Experts

Below are the consolidated questions received from potential tenderers and the responses provided by the European Movement in Serbia regarding the tender documentation for procurement procedure ARTDEMO4EU/RESEARCH/01/2026.

1. Is a tenderer required to apply for both lots? If the tenderer is a legal entity and applies for both lots, is it necessary to submit a separate technical offer for each lot, and should the offers be submitted in one or two PDF documents?

A tenderer may apply for either one or both lots. If a legal entity applies for both lots, it is required to propose an appropriate expert for each lot, bearing in mind that the lots will be evaluated and awarded separately.

In the case of an application for both lots, the technical/methodological part of the offer should be clearly separated by lot. The technical offers may be submitted within a single e-mail, but as two separate and clearly labelled PDF documents, for example: “Technical Offer – Lot 1” and “Technical Offer – Lot 2”.

A separate Financial Offer Form must be submitted for each lot. One Tender Submission Form may cover both lots, provided that the lots for which the tenderer is applying are clearly indicated.

2. Does the survey involving at least 2,000 young people have to be conducted in the field, or may the tenderer propose an online or combined approach?

The project and tender documentation do not require the survey to be conducted exclusively in the field, i.e. face-to-face.

Tenderers may propose an online, field-based, or combined approach in their technical/methodological offer, accompanied by an appropriate methodological justification.

The proposed approach must ensure that the minimum target of 2,000 surveyed young people is achieved, together with appropriate geographical and socio-demographic coverage of the target group and an adequate level of data quality. The final research design, sample and research instruments are subject to approval by EMinS.

3. Do the focus groups have to be conducted exclusively face-to-face?

No. The focus groups do not have to be conducted exclusively face-to-face.

The tenderer may propose a face-to-face, online, or combined approach, accompanied by a methodological justification explaining how data quality, appropriate representation of participants, and the target of at least 200 focus group participants will be ensured.

4. Does EMinS provide a separate additional budget for conducting field research?

No. Costs arising from the methodological approach proposed by the tenderer should be planned within the offered value of the relevant lot.

This includes any costs related to fieldwork, travel, logistics, recruitment of survey respondents and focus group participants, and other operational costs required to implement the proposed methodology.

EMinS does not provide any additional reimbursement outside the contracted value of the lot for these costs.

5. Are the Senior and Junior Research Experts expected to personally conduct surveys with all 2,000 respondents and all activities involving at least 200 focus group participants?

No. The tender documentation does not require the engaged experts to personally conduct every individual contact with all 2,000 survey respondents or to personally carry out all activities involving all 200 focus group participants.

Tenderers are expected to propose, within their technical/methodological offer, an appropriate method for organising and implementing data collection that will ensure the achievement of the project targets and an adequate level of research quality.

The Senior Research Expert has the leading role in methodology, sampling, quality assurance and analysis, while the Junior Research Expert provides support in the preparation of research instruments, recruitment, organisation of fieldwork, survey administration, focus groups/interviews and data processing.

If, as part of its methodological approach, the tenderer envisages additional support for data collection, the manner in which such support will be organised and the related costs should be planned within the offered contractual value. EMinS does not provide a separately financed team of field interviewers outside the scope of this procurement procedure.

Note: These responses constitute consolidated clarifications regarding procurement procedure ARTDEMO4EU/RESEARCH/01/2026 and apply equally to all potential tenderers. All other requirements and conditions set out in the published tender documentation remain unchanged.

