



PARIS SCHOOL OF ECONOMICS
ÉCOLE D'ÉCONOMIE DE PARIS

CALL FOR PROPOSALS – CFP/EUTO/2023-01

EU TAX OBSERVATORY HIGH-LEVEL CONFERENCE

1. Context

The Paris School of Economics (PSE) is a foundation for scientific cooperation and an international centre for research and training in economics. The foundation covers a wide range of topics and is active in most areas of economics. As part of its research activities, PSE participates in European collaborative research projects and is coordinator of the TaxIDEAS project.

TaxIDEAS (Creating the EU Tax Observatory: Independence, Democracy, Equity, Advocacy, Sustainability) is a project co-funded by the European Commission through the call for proposals "TAXUD/2021/CFP-01" which aims at establishing an EU Tax Observatory. The project is coordinated by PSE with the University of Copenhagen as the main partner. The project aims to establish an Observatory dedicated to the conduct, promotion and dissemination of high-quality research on taxation in a European context. The aim is to establish itself as the main reference point for the study of taxation in the European Union (with a focus on corporate tax evasion and fraud). The Observatory presents itself as a platform for civil society engagement, a source of new ideas for combating tax evasion and fraud, and an international reference for the study of taxation in a globalised world.

As part of its annual work-programme, the EU Tax Observatory will organize a high-level, full day, interactive public event with external stakeholders representing civil society, policymakers (both national and EU) and business organisations in Brussels, on May 30th.

The aim of this conference is to contribute to disseminate recent knowledge about tax avoidance, evasion, aggressive tax planning, and money laundering. There will be several conferences during the day, keynote speeches, and we would also like to offer a more recreational activities around the topic.



2. Contracts description

The successful applicant will be responsible for most of the logistics linked to the event.

Tasks will include:

- Project management: planning; organising; controlling and monitoring every aspect of the event. Setting up a project plan, action plan and a timeline;
- Detailed reporting through the planning process;
- Budget management and reporting;
- Travel and accommodation management;
- Supplier management: benchmark, negotiation of best offers with suppliers (hostel, venue, catering etc.), contracting and day-to-day management of all suppliers: venue and catering, technical partner, printing (backdrop, badges, lanyards, cloakroom tickets; registration desk, programme); photography; event staff (hostesses);
- Preparing all the necessary materials for speakers (water bottles, table tent cards, etc)
- Preparation of detailed event scripton;
- Holding a signature list at the welcome desk;
- Badge preparation according to received participants list.

Required skills and competences are described in the section 4 'Contractor's qualifications.

3. Terms and conditions of the service

3.1. Exchanges between teams

Regular exchanges weekly until 6 weeks before the event, and bi-weekly until the event, with the PSE project team are necessary for the proper execution of the service.

3.2. Timeline

- February 1st: Project plan and calendar approved by EUTO
- February 20th: Venue and accommodation secured
- March 1st: Creative/recreational activities propositions sent to EUTO
- March 15th: transportation booked for all the confirmed participants
- March 30th: Catering confirmed
- April 15th: logistics tasks confirmed



3.3. Monitoring and control of the execution of the services

PSE will designate the person in charge of the monitoring and the controlling of the execution of the services. PSE reserves the right to control the tasks performed at any stage of the contract.

4. Contractors' qualifications

The application should fulfil the following qualifications:

- Solid experience in high-level events organization, with EU institutions is a plus
- Show creativity in the design of institutional events (it can entail a wide range of cultural or artistic activity related to the topic of the event)
- Recommendations from 2 clients

5. Terms and conditions

The contract is expected to last between 01/02/2023 and 15/06/2023

The Contractor will accept that the Commission may carry out checks, audits and impact assessments in relation to the subcontracted work (the tasks performed) as stated in the General Conditions to the Grant Agreement. The Contractor will respect the confidentiality that may apply to research projects carried out at PSE. In addition, the Contractor must recognise that the European Commission cannot be held liable if, during the implementation of the project, a beneficiary or a third party involved in the action causes damage (to another beneficiary or to a third party).

The Contractor will be obliged to comply with the rules for the dissemination of projects supported by the European Union (available here: https://ec.europa.eu/info/sites/info/files/use-emblem_en.pdf).

PSE may terminate the contract after informing the Contractor at least one month before the effective date of the termination decision:

- in case of early termination of the research work specified in the preamble of this contract, without having to provide any justification;
- in the event of non-performance by the service provider of its contractual obligations and in particular poor performance of the services, breach of the obligation of confidentiality, delay in the performance of the services;
- in the event of a mismatch between the quality of the services provided by the service provider and the needs of PSE.

In all cases of termination, the work carried out at the date of the termination of the present contract will be paid by PSE to the contractor.



6. Confidentiality

All information, documents and computer media transmitted to the contractor within the framework of the present contract, and all documents of any kind resulting from their processing by PSE are confidential.

Similarly, the Contractor shall not publish any information relating to the assignment, in any medium and for any purpose, without the prior written consent of PSE.

The contractor undertakes to ensure that these provisions are respected by any person who intervenes directly or indirectly on its behalf.

The contractor undertakes to perform the service with the discretion required by the profession.

7. Application process and selection criteria

7.1. Applications

Applications should include the following items:

- Description of the company and portfolio on similar events. The portfolio should ideally include creative activities designed for institutional events
- The profiles (CVs) of the people who will participate in the different stages of the service
- Precise budgeting
- Detailed timeline
- Declaration of honour signed by a legal representative

7.2. Selection

The successful candidate will show the best value for money, the most relevant experience and portfolio with regard to the mission and the best proposition for the event's design.

Applications should be sent to Léo TAMAYO (leo.tamayo@psemail.eu), Olivia RONSAIN (olivia.ronsain@psemail.eu) and Friederike JAICH (friederike.jaich@psemail.eu) precising "EU Tax Observatory Call for proposals – Event Brussels 2023" in the email's object. All the documents should be in PDF format. The deadline is set for Friday 6 January 2023 before noon.

The jury will be held between Monday 9 and Friday 13 January. The jury may contact candidates for additional information.

The results will be announced on Monday 16th January 2023. The contract is expected to start in early February.

If you have any questions, you can contact Olivia RONSAIN (olivia.ronsain@psemail.eu).

