

# **FULFIL**

Project: 101083937 — FULFIL — CERV-2022-CHAR-LITI

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**TERMS OF REFERENCE  
SUBCONTRACTOR**  
Creation of an online data-base

**FULFIL Project**  
**Subcontractor - Creation online data-base**

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**I./ FULFIL PROJECT MISSION**

FULFIL aims at building the capacity of at least 600 legal professionals in the European Union, as well as equality bodies, diplomatic missions and law enforcement in France, Italy and Portugal, for a more effective use of the EU Charter in legal support, intervention and litigation, at national and EU level, in the cases of breaches of fundamental rights of migrant women - both Third Country Nationals and EU mobile citizens. The action will also build the capacity of at least 100 vulnerable migrant women and at least 50 civil society organisations working with migrant women, to more effectively engage with law enforcement, lawyers and judiciaries in order to improve the litigation process and to have the rights of migrant women set forth in the Charter, and other EU fundamental law, fulfilled.

To do so, the FULFIL project aims at producing:

- A strategic litigation and case-law training;
- A toolkit for professionals;
- A legal expert network for cross-border mutual learning, exchange of information and best practices;
- A case-law database.

**In the context of the creation of the online case-law database, the European Network of Migrant Women is looking for a subcontractor to build the website.**

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## **II./ SUBCONTRACTOR'S MISSION**

The Subcontractor's mission is to design an **online public case-law database in English of case-law on fundamental rights of migrant women.**

The content will be provided to the Subcontractor whose mission is to create a user-friendly interface platform, easy to navigate and with low maintenance costs. The simplest, quickest, lowest-overhead web host(s) should be prioritised. The database will be licensed under a Creative Commons Attribution-Non-Commercial-Share-Alike 4.0 International License, available for public use. A disclaimer highlighting that the content of the database does not constitute a "legal advice" will be included.

The Subcontractor is also expected to provide clear and easy to follow guidelines for the maintenance and the update of the database.

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## **III./ PROFILE AND QUALIFICATIONS**

**We are looking for either an IT company or a freelance IT expert.**

The selection of the Subcontractor will be done according to the following qualification criteria:

- Demonstrated experience in the creation of user-friendly online platforms/databases;
- Demonstrated ability to provide a ready to use interface with clear instructions for maintenance and update, as well as low costs of administering, improving and maintaining the platform;
- Competitiveness of the offer (value for money);
- Professional Integrity;
- Understanding of the values and important principles of the FULFIL project;
- As per the European Network of Migrant Women recruitment policy, priority will be given to women with migrant backgrounds (or migrant women led companies / companies where women make at least half of the board).

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## **VI./ WORKING METHODS**

The Subcontractor will work under the supervision of the European Network of Migrant Women Strategy and Executive Director, Anna Zobnina, and the FULFIL project coordinator, Alyssa Ahrabare.

The Subcontractor will be provided with precise guidelines as to the content, aims and visual identity (fonts, colors, guidelines for picture selection) of the database, ensuring the visibility and implementation of the principles of equality between women and men and

non-discrimination, as well as other values and ethical principles of the FULFIL project within the database. The Subcontractor will also be provided with information on the categorisation of the case-law and other materials within the database, as well as the associated tags.

The Subcontractor will be asked to provide one or several template(s) for the database creation that will be submitted for comments and approval to the FULFIL steering committee composed of representatives of each organisation forming the FULFIL Consortium. Following the submission of the template(s), the Subcontractor will be given feedback and guidelines for editing. A maximum of four cycles of validation between the Subcontractor and the FULFIL steering committee will take place.

The Subcontractor shall ensure that the database is ready to use by **June 2024**.

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## **VII./ MONETARY COMPENSATION**

The Subcontractor will receive a payment of the agreed amount (the maximum budget allocated will be 8,000€).

25% will be paid upon presentation of the template(s) by the Subcontractor, 75% will be paid after the completion of the mission, when the database is ready to use and the maintenance guidelines have been submitted to the European Network of Migrant Women.

Payments will be made upon submission of invoices to the European Network of Migrant Women. Invoices should mention the name and address of the Subcontractor, the name and address of the European Network of Migrant Women, the name of the FULFIL project, indications regarding the Subcontractor's tasks and the due amount.

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## **VIII./ CONFIDENTIALITY**

All information in whatever form or mode of communication, which is disclosed by a partner in the context of the implementation of the FULFIL project and which has been explicitly marked as 'confidential' at the time of disclosure, or when disclosed orally has been identified as confidential is 'Confidential Information'.

The Subcontractor undertakes:

- not to use Confidential Information otherwise than for the purpose for which it was disclosed;
- not to disclose Confidential Information without the prior written consent by the disclosing party;
- to ensure that distribution of Confidential Information by a recipient shall take place on a strict need-to-know basis; and
- to return to the disclosing party, or destroy, on request all Confidential Information that has been disclosed, including all copies thereof and to delete all information stored in a machine-readable form to the extent practically possible.

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## VII./ APPLICATION PROCESS

Candidates should send their applications by email at [info@migrantwomennetwork.org](mailto:info@migrantwomennetwork.org) by 20/10/2023

### Applications include:

- A quote/offer;
- A proposal with a timeline for the realisation of the mission as well as indications on how the candidate is planning to meet the objectives described in this Terms of Reference;
- A CV, or the CV(s) of the persons who will be dedicated to the mission in case of an IT company;
- Samples of previous relevant work.