

Call for proposals:

Media monitoring Terms of Reference

A. Objective

BEUC is looking for a company to provide a media monitoring service. The purpose of our media monitoring is two-fold:

- keeping track of media mentions of its organisation and staff;
- give insights into new developments related to BEUC's policy areas (for more information please check: www.beuc.eu/topics).

B. Requirements

The service should correspond to the following requirements:

- Allow BEUC admin staff to have access to a user-friendly platform.
- Give access to 6 admin users.
- Cover the EU28 (27) countries as well as EFTA, EEA and accession countries.
- Allow dissemination (via email) of the news monitoring results to the organisation's staff (about 50 staff members). The dissemination must allow to differentiate between 'quotes' and 'articles of interest'.
- It must be possible to group the 'quotes' and 'articles of interest' in thematic categories/keywords. (We expect respondents to this call to specify if there are limits to the number of thematic categories/keywords that can be created.)
- The tool must allow to search by keywords.

Optional:

Respondents to this call are invited to include an offer for their media database service.

C. Submission of proposals

Deadline: 7 April 2019, 12pm (GMT+1)

The proposal will be submitted in electronic version only to the following email address:
communications@beuc.eu.

The proposal will include the following elements:

- A detailed description of your service;
- Information about the different requirements mentioned under point B;
- A detailed budget (for a contract duration of one year as well as three years).

D. Further information

For clarification of any of the above, please send an e-mail to: communications@beuc.eu.