

Annex K: Exercise

The tenderer is required to prepare three sample deliverables which are to be evaluated against award criterion 3 (see point 5.1 of the Tender Specifications).

Task 1: Development of a concept note on including a new indicator in the Skills Panorama

The tenderer is expected to deliver a short (up to two pages) concept note regarding a new indicator that could be included in the Skills Panorama. The indicator must come from an existing database/survey, either already used in the Skills Panorama or not. In the concept note, one should clearly indicate the relevance of this indicator to the needs of the Skills Panorama target groups; how it may facilitate their work; or support them in overcoming any specific challenge etc. The use of any breakdowns (e.g. by country, age, education level) need to be also included.

In the concept note the tenderer should argue the reasons for choosing that particular indicator, taking into consideration its potential usefulness, but also data characteristics (robustness, frequency of update etc.). The effort necessary to retrieve and/or handle data or overcome challenges specific to this indicator need to be considered and clearly stated in the concept note.

The concept note should also include two suggestions on graphs/charts/other type of visualisation of the indicator. These suggestions should be grounded on the format of the Skills Panorama's relevant dashboards.

Task 2: Development of a short analytical report (Analytical Highlight)

The tenderer is required to develop a short analytical report, in the format of the current "Analytical Highlights". The target group should be EU policy makers and/or policy experts at national or regional level. The report should examine ***the importance of foreign language skills in the area of employment or education and training policies.***

The report should be up to six (6) pages long, including references, and draw quantitative and qualitative information from appropriate sources. Visuals should be included that present information clearly and in a way that matches the type of information/metric (share or people; growth rate or number of people etc.); or facilitate comparison, if this is the aim etc.

Task 3: Development of a blog article

The tenderer should prepare a blog article of about 700-900 words. The article should discuss any topic relevant to skills and labour market trends, targeting Information, Advice and Guidance (IAG) practitioners.

The final deliverable will be in word format. Any graph/chart used should be accompanied by the relevant data (where applicable). The current [Skills Panorama blog](#) should be consulted regarding style and formatting.

The blog article should be accompanied by a short (max. half page) note explaining the rationale for choosing the particular topic.

Instructions

Both the Analytical Highlight and the blog article should draw from a variety of sources, but they should ensure the promotion of Skills Panorama and of Cedefop work. The tenderers should also provide the exact title of the report and of the blog article. The above deliverables should be designed and developed as if they could be uploaded and smoothly integrated in the existing platform.