

CALL FOR TENDER N° 201008

Working for better times

Working time regulation and innovation in the 21-st century

Tender specifications

Date of publication on the ETUC website:

06/07/2010

Tender specification

In order to ensure a large visibility to this tender, the ETUC will publish it in its web site.

The ETUC will keep this tender on line for **45 days**.

1. Background

Short project description

The ETUC would like to organise an international conference to

- 1) examine the extensive body of research by research institutes and international institutions (ILO and Dublin Foundation) on the organisation of working time in relation to health and safety, as well as with regard to other modern challenges to the organisation and regulation of working time;
- 2) examine the rich variety of good practice examples with regard to the organisation of working time in collective bargaining and social dialogue at national, sectoral and company level, in search of innovative ways of organising working time to the benefit of workers and their families on the one hand and companies and economies on the other hand;
- 3) make more widely known that any debate on the future of working time policy and regulation must be firmly based on the fundamental social rights as enshrined in the EU Charter of Fundamental Rights and the (Revised) European Social Charter guaranteeing fair and just working conditions in general and the limitation of working hours in particular, and on ILO standards.

The conference would address the potential conflicts of interest with regard to health and safety needs and 'flexibility and security' needs on the side of workers and companies, and the question how to accommodate to modern needs of workers and companies with regard to the organisation of work, the reconciliation of work and family life (also important for demographic reasons), employment and productivity, in the context of the pressures of globalization and the economic crisis – and the challenges that arise from this for trade unions.

The conference would especially focus on bringing to the fore the already existing rich variety of good practice examples in various EU Member States, where social partners have been able to develop innovative ways to address the challenges in a way that is beneficial for both workers and companies. It will also explore in which ways working time regulation can contribute to encourage social dialogue and collective bargaining.

This could be used for inspiration to improve working time regulation and practice, but also to show that the reality in many Member States and sectors is already very 'modern and flexible', often within the framework of existing laws, regulations and collective agreements, and which conditions need to be in place to ensure positive outcomes for all stakeholders.

These issues will be examined taking into account specific background material that will be gathered and illustrated at the conference. A summary of the main recent research findings on the various aspects of working time policy will be realised and put together in a series of fact sheets, which will be made available to the participants of the conference and will also be used for wider dissemination, both within ETUC as externally.

All material will be published together with a report of the seminar in a brochure, including the main conclusions and recommendations put forward.

As an incentive to identify best practices in all EU–Member States, an award will be granted, for the second time (the first one was granted in 2005), promising an ‘ETUC award for the most innovative way of organising working time in good social partnership’. All affiliate organisations will be asked to nominate at least one best practice example per Member State (including candidate countries).

A ‘jury’ will be put in place, consisting of high level trade union leaders and independent experts, to judge the cases, according to pre-established criteria. The three best practice examples will be presented during the conference.

The conference would build on:

- previous actions and activities of the ETUC and its affiliates, including the “Challenging Times” conference organised in 2005 (with EU funding)
- reports and research of the ILO;
- reports and research of the EU institutions and agencies (Dublin Foundation)
- other relevant research and material

2. Purpose of the Contract

The contract aims at finding one expert who will be in charge of:

- researching on recent developments and material regarding the issue of working time policy and regulation in the EU
- drafting a series of 8 fact sheets on issues such as working time and health and safety, working time and productivity, etc. and on the sectoral dimensions of this issue (in the public sector, private/commercial services sector, transport and industry)
- writing a final report gathering the conclusions achieved at the ETUC Seminar

3. Tasks to be performed by the subcontractor

The subcontractor should provide the following services for the applicant organisation:

- doing specific research on the issue of working time in the EU. The subcontractor will be asked to gather existing material (EU/Council of Europe, ILO, TU good practices) on the issue. This documentation will be used for a ETUC conference that will take place in Brussels in January 2011;
- putting together a series of 8 fact sheets (4 thematic ones, and 4 on specific sectors)
- Conducting interviews with the speakers and the presenters of good practice at the conference, including the award winning case(s), in order to gather illustrative material for the final report;
- Writing the final report of the seminar, in such a form that it can be published in the form of a booklet;
- Participating to a preparatory meeting, to the conference itself, and to a follow-up meeting

4. Expertise required

Sound expertise of the following issues:

- Working time and workers' rights in the global economy
- Sound writing skills in English, and proven researching skills

5 Time schedule

The subcontractor will be asked to work **30** days from 1 July 2010 to 30 June 2011.

6. Payment

The maximum budget available is **€ 15.000**

The subcontractor will receive an advance, interim and final payment.

7. Price

€ 15.000

8. Selection Criteria

The offers will be examined against the following criteria:

- Ability to propose the methodology for the background research, the fact sheets and the writing of the final report
- Evidence of experience in managing and conducting such kind of studies and writing with a clear focus on making the information interesting and accessible to a wider audience
- Good knowledge of working time policies and practices, and workers' rights in the global economy
- Proven ability to draft documents in English
- Very good writing skills
- Publications and/or academic articles on specific issues concerning the issue of working time
- Previous work in collaboration with the TU movement (at national, EU or international level) will be considered as a preference
- Respect of the budgetary constraints

9. Award Criteria

The contract will be awarded to the tender offering the best value for money, taking into account specific criteria with a bearing on the object of the contract. The principles of transparency and equal treatment with a view to avoiding any conflicts of interest will be respected.

10. Content and presentation of the bids

Offers must be received within 45 days the date of publication of this call for tender on the ETUC website.

To ensure confidentiality, bidders must submit their offer in a double envelope. Both envelopes must be sealed and the inside envelope shall not only bear the name of the department for which it is intended (see below), but also the words "appel d'offres – à ne pas ouvrir par le service du courrier" (*Tender – not to be opened by the Mail Department*). If self-adhesive envelopes are used, they must be sealed with adhesive tape crossed by the signature of the sender.

Bidders must submit the following documents:

- Motivation letter
- CV
- Methodology

A committee will be formed comprising 3 representatives of ETUC. One or more members of this committee will initial the documents, confirming the date and time of each bid. The committee members will sign the report on the bids received, which will list the admissible bids and provide reasons for rejecting bids owing to their failure to comply with the stipulations of the tendering process.

This committee will also evaluate the tenders that have been deemed admissible. An evaluation report and classification of participation requests will be drawn up, dated and signed by all the members of the evaluation committee and kept for future reference.

This report will include:

1. The name and address of the contracting authority, the purpose and value of the contract or framework contract;
 2. the names of any excluded candidates and the reasons for their rejection;
 3. the names of candidates selected for consideration and the justification for their selection;
 4. the names of candidates put forward and justification of their choice in terms of the selection or award criteria.
- The contracting authority will then make its decision.

All candidates must either deliver their bid by hand or submit them by registered letter to

Catelene PASSCHIER,
ETUC confederal Secretary
Bvd du Roi Albert II, n°5
1210 Brussels

For requests sent by registered mail, the postmark will serve as proof of the date of dispatch.