

## CALL FOR TENDERS

for subcontracting external expertise as part of a  
European Trade Union Confederation (ETUC) project:

### **Who cares? Experiences and possibilities to reconcile work and care responsibilities for dependent family members (2013 – 14)**

#### **1. Background**

To improve reconciliation of work and family life is not only a challenge for families with (young) children but becomes increasingly a demand for workers during their life course and at all stages of their professional career. Due to demographic changes and higher life expectancy in general more and more often workers at an advanced stage of their life are confronted again with the question how to combine care giving to a dependant family member with the working life. Therefore it is suitable for the ETUC to focus on what workers with dependent family members need to be able to stay at work. With the increasing longevity, growing numbers of older workers have dependent parents, parents in law or other relatives who are in need of care.

In the debate it is often pronounced that everybody has to work longer. But real measures must be developed to make a longer active work life reality for more people. This project can feed into the knowledge bank of what needs to be done to raise the real retirement age (which is lower than the statutory retirement age).

The ETUC Action Plan on Active Ageing states that developing an Active Ageing Agenda essentially means implementing preventive measures that will enable and encourage older workers to remain in the labour market until the statutory retirement age.

The proposed project is meant to take this approach a step further towards what really needs to be done, in practical terms, with clear reference to the reality in today's work life. An exchange of experiences between trade union representatives from different parts of the EU and from different industries and sectors together with the pensioner organisation FERPA, and an involvement from Social NGOs and actors of the Social Economy active in the field of long-term-care services, would contribute to the implementation of policies to promote a longer work life and to promote reconciliation of work and family life.

The proposed project aims at collecting trade union experiences on what support workers with dependent family members need to be able to keep working until retirement age. Solutions might be found in collective agreements or other results from social dialogue and

industrial relations, regarding flexible working time or other similar arrangements, and also provision of long-term care for those who need it, as a measure to enable family members of working age to continue working also when dependent family members are in need of care.

It is in this context that ETUC calls upon the services of an external expert, in order to prepare a report on workplace solutions and existing collective bargaining agreements and other relevant policy framework conditions in this field.

## **2. Tasks to be performed by the contracting party**

The contracting party will be in charge of performing the following tasks:

- Conducting desk research and telephone interviews on national practices and/or framework conditions (legislation / collective agreements etc) which already takes into account support measures for workers with care responsibilities, special attention will be given to collective agreements
- Drafting a (40 pages) ETUC report on the basis of the data collected (Title: WHO CARES?) The report should include information on:
  - Initiatives undertaken by ETUC affiliates
  - social partner initiatives for workplace solutions for workers with care responsibilities
  - identifying good practices at company-level
  - other relevant framework conditions.
- Participating in the steering group, the two round table discussions planned at Brussels and assisting in the preparation of three open space workshops planned for Germany, Italy and Sweden,
- Chairing some sessions and presenting the findings of the study conducted to different working groups of the partners involved.

The expert's work will be supervised by the team in charge of this dossier at ETUC, composed by Claudia Menne (Confederal Secretary of the ETUC) and Ellen Nygren (ETUC adviser).

## **4. Skills required**

The contractor must prove that the (team of) expert(s) responsible for performing the above-mentioned tasks has:

- an excellent command of English and French ;
- a proven expertise and knowledge about the subject of the project, namely social dialogue, collective agreements and demographic change

- a proven experience of delivering European-level studies and research in those fields
- a proven experience of working with Trade Unions

#### **5. Timetable and reports**

The delivery of the tasks within this project is scheduled for the period April to November 2014.

Draft versions of the report and working documents will be presented to the ETUC, for approval, before the final round table discussion, to take place in November 2014.

#### **6. Price**

Payment conditions for the selected expert/consulting firm are regulated under the conditions of a grant contract with the European Commission. Consequently, the payment conditions are non-negotiable and do not constitute a selection criterion for the offer. The selected expert/consultancy company will be paid a fixed fee (which cannot exceed €22,000 all taxes included) for the work performed.

#### **7. Payment**

Payment will be made in two instalments:

- the first instalment of 40% of the total amount upon signature of the contract;
- the remainder upon receipt of the full invoice once the tasks are performed.

#### **8. Selection criteria**

The contract will be awarded to the expert with the best quality/price ratio. The following criteria will be taken into account:

- experience, CVs, evidence of previous work in the area relevant to the project;
- ability to work in a team;
- ability to work in English and French;
- ability to adhere to the timetable and to the budget;

#### **9. Content and presentation of the offer**

The offer, which must be submitted in English or French, must include the following:

- an official application letter;
- a detailed CV for each of the coordinators and experts of the Consortium;
- the applicant's offer specifying how the tasks set-out in the tender will be delivered;
- a budget in euros;

## **10. Publication and terms of the call for tenders**

**This call for tenders will be published on the website of the ETUC ([www.etuc.org](http://www.etuc.org)) from 11 March 2014. All bids must be sent by 28 March 2014, to the attention of Mr Alexandre Martin, ETUC, responsible for projects and EU funding, either by e-mail ([amartin@etuc.org](mailto:amartin@etuc.org)) or by post (Bd du Roi Albert II no. 5 – B-1210 Brussels).**

A committee of three persons will be formed comprising three equal representatives of the ETUC's organisational entities. One or more members of this committee will initial the documents, confirming the date and time of each bid.

This committee will then 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 the value of the contract;
2. the names of any excluded candidates and the reasons for their rejection;
3. the names of candidates selected for consideration and justification for their selection;
4. the name of the suggested candidate and justification of this choice in terms of the selection or award criteria.

The contracting authority will then make its decision and will pass this on to all the candidates.