

Call for tenders for subcontracting expertise – ETUC project on Boosting unions' participation to guarantee quality transitions and employment to young people in Europe

This is a call for a subcontractor to provide expertise as part of the implementation of the ETUC project on "Boosting unions' participation to guarantee quality transitions and employment to young people in Europe".

In order to ensure a large visibility of this call for tender, the ETUC will publish the tender specifications on its website, on Friday 23 December 2016, and keep it online for 28 calendar days (deadline for submission of bids: Friday 20 January 2017).

1. Summary of the project and description of the objective

With this project the ETUC and its partners will be pursuing the following objectives:

- To contribute to the improvement of the situation of young Europeans in the labour market.
- To evaluate and to provide a trade union input to the implementation of European youth employment policies.
- To empower young people in the trade unions, and make them more active in the industrial relations system, in particular via their youth structures.

The project proposed here is totally linked with the EU2020 strategy (more concretely with the flagship initiative "Youth on the move") and its deployment into the Youth Opportunities Initiative (2011), the Youth Employment Package (2012), and the Youth Employment Initiative (2013).

The project will address from a double-sided approach the implementation of European youth employment policies at European and national (even local) level. The project also aims to carry out an in-depth analysis and quality evaluation of the potential tools European and national trade unions have at their disposal to promote youth employment at European, national and company level. One of the key tools available to social partners to tackle youth employment issues is collective bargaining at national, sectorial and company level. The aim of the project is to evaluate existing good practices and compare them across Europe.

European level: The partnership approach was enshrined in the Council recommendation for the implementation of a Youth Guarantee in Europe. However, different studies (ETUC, 2014; Eurofound, 2015) have demonstrated that the involvement of social partners and youth organizations in this initiative remains a challenge. In the framework of this project, we will conduct first of all an evaluation of the social partners' involvement in the implementation of the Youth Employment Initiative and other EU employment measures. Special attention will be given to the principle of the partnership

approach. But overall, one of the main outcomes of the project will be to identify best trade union practices at in a given company, sector or municipality/region, and to propose concrete measures to develop the Youth Guarantees in the mentioned levels. Particular cases in which the Works' Council of a given company has engaged the human resources management in the implementation of these schemes will be identified. Good practices from European Works Councils will be also tracked, and specific recommendations addressing these bodies will be tackled.

The European Parliament and the European Commission are in the process of evaluating the various initiatives contained within the YEI. This project will take stock of the aforementioned reports. With a view to assessing the effectiveness of the partnership approach in the implementation of the YEI, this project will identify good practices at national and sectoral level. This project will cross-compare identified good practices and develop a number of key recommendations to facilitate social partner involvement in the YEI implementation.

Several other policy measures aimed at enhancing the transition of young people from the educational system (or unemployment) to the labour market have been developed: the European Alliance for Apprenticeships and the Quality Framework for Traineeships.

Apprenticeships schemes, when properly implemented, can significantly contribute to facilitating transition processes, to tackling skills mismatches in the labour market and to encouraging employers to provide young people with fair and good jobs.

The above-mentioned Alliance was launched in July 2013 with a joint declaration by the European Social Partners (ETUC, BUSSINESSEUROPE, UEAPME and CEEP), the European Commission and the Presidency of the Council of the EU. This measure has been supported through pledges of commitment reached by Social Partners within the framework of the European sectoral social dialogue. Although the potentials of such initiatives are extremely relevant, the main issue still remains the follow-up and the implementation at company level of these pledges. In this regard, a previous ETUC project named “Setting up a European quality framework for apprenticeships and work-based learning”, tackled the quality and the effectiveness of apprenticeships schemes and developed a quality framework jointly agreed by the European Social Partners as an outcome. This project will pursue the engaged work with regard to the assessment of the involvement of the social partners in the implementation of the Alliance for Apprenticeships and the Quality Framework for Traineeships. This assessment will focus on national, sectoral and company levels. In pursuing these activities this project will seek to foster social partner involvement in the implementation of the Alliance for Apprenticeships and the Quality Framework for Traineeships. Moreover, the applicant acknowledges the potential role European Works Councils can play in managing youth employment-related issues. The study will therefore assess the role EWCs can potentially play in both the monitoring and the implementation of the pledges signed in the framework of the Alliance for apprenticeships.

Social dialogue at European level remains an essential tool to develop and agree on strategies and policies tailored to boost youth employment and create quality jobs for young people. Youth employment-related issues should therefore permanently feature on the social dialogue agendas at European and sectoral level. The project aims to achieve this goal with proposals and recommendations that could possibly lead to future initiatives of the European social partners.

National and local level: Social partners at national and sectoral level have a crucial role to play in the design, implementation and assessment of the Youth Guarantee and associated initiatives. This project will highlight good practices, where trade unions and employers have achieved a good degree of cooperation and involvement in the design and implementation of Youth Guarantee schemes. This project will produce a practical toolbox containing recommendations, which will be included in the final report. Through the engagement of trade unions and employers, it will foster effective implementation of the Youth Guarantee at national and sectoral level. This same approach of identifying good practices at local, sectorial and company level will be followed for the analysis of the implementation of the European Alliance for Apprenticeships and the Quality Framework for Traineeships. This project will enable the social partners to further disseminate the results of their assessment with regard to the Alliance for Apprenticeships and the Quality Framework for Traineeships at national and sector levels. The final report will include a section with a set of recommendations derived from the identified good practices.

2. Methodology

The subcontractor will be asked to undertake a research on the development of the European youth employment policies and the trade union recommendations based on best practices.

The report, including the above-mentioned recommendation will consist of an 80 pages' document, which will be written in English by the expert. The methodology to be followed by the expert for collecting and processing the information will be desk research and on-line/telephone interviews.

The expert will be requested to participate in the second and third meeting of the Steering Committee, which will also provide him/her the opportunity to have a direct contact with some of the national trade union officers who have been involved in the design and implementation of the EAfA and the Youth Guarantees. The expert will present the main findings of the research in the final conference, as well as taking an active role in the moderations of the presentations and the debates.

3. Tasks to be performed by the subcontractor

The specific tasks of this researcher will be:

- An analysis on the implementation at national level of EU youth employment policies, with a special focus on the Youth Guarantee, the European Alliance for Apprenticeships and the Quality Framework for Traineeships. The position of the ETUC affiliates on the quality of the measures undertaken as well as their views on the involvement of social partners in the design and implementation will be highlighted.
- A compilation of best practices from the trade unions in the setting into motion the above-mentioned policies (through negotiations with the employers and/or local and national Governments in the framework of collective bargaining and Social Dialogue). These examples identified should serve as a basis for producing a set of recommendations at national and European level for improving the quality and the effectiveness of these measures.

For this latter aim, the contributions of the European Trade Unions Federations will be key. The research will also take stock of the use of the European Semester in the setting into motion of the Youth Guarantee and the other European youth employment policies. The potential role in this field of the trade union movement in influencing the European Semester and the Country Specific Recommendations will be explored in the frame of the research.

4. Expertise, experience and skills required

Expertise required:

- Expertise on EU labour market, with a focus on the situation of young workers;
- Knowledge of European level policies on youth employment;
- Experience in working on European level projects;
- Experience in working with trade unions at both European and national level;

Skills required:

- Proven ability to carry out in-depth research on EU issues and understanding links between European and national level
- Proven research skills, including identifying stakeholders and conducting interviews
- High proficiency in English: ability to draft documents and make presentations in English.
- Ability to work within specified deadlines and to respect budgetary limits
- Availability to participate to the two meetings of the Steering Committee, the final conference and the launching event.

5. Time schedule and reporting

The subcontractor will be asked to produce the first research study by **September 2018**, which will be presented in the launching event taking place in Brussels. The subcontractor will also present the main findings of the research in the Final Conference which will take place in Sweden in **October 2018**.

The subcontractor will liaise closely and report to the Steering Committee. The subcontractor will attend 2 meetings of the Steering Committee, which will be held in May 2017 in Slovenia and in January 2018 in France.

Please note that the above-mentioned dates may be subjected to slight change.

6. Payment

The total maximum budget available for the fees of the subcontractor is as follows:

Contract with ETUC
Main activities and Meetings

- Desk research and interviews
- Drafting research study
- Participating in the Steering Committee meetings (2), in the launching event and in the Final Conference.

Total budget for the Expertise	€
	22.000 € (all taxes included)

The subcontractor will be remunerated in various instalments (advance and final payment). This amount does not include the travel and subsistence costs incurred for attending Steering Committee meetings and the Final Conference. These will be covered by ETUC on the basis of EU rules & thresholds.

7. Selection criteria

The selection criteria are:

- Verifiable expertise, experience and skills, as required and described in part 4 of this call;
- Proven track record of ensuring the quality of written materials produced, both in terms of content and format (i.e. previous publications), in the relevant subjects specified in this call for tenders;
- Price not exceeding the amount stated above;
- Previous research/work undertaken in the field of EU labour market policies, with specific focus on young people will be considered a plus.

8. Form, structure and content of the tender

Tenders must be written in English. They must be signed by the tenderer or his duly authorised representative and be perfectly legible so that there can be no doubt as to words and figures. Tenders must be clear and concise and assembled in a coherent fashion.

Since tenderers will be judged on the content of their written bids, they must make it clear that they are able to meet the requirements of the specifications.

All tenders must include at least two sections:

- i) Technical proposal

The technical proposal must provide all the information needed for the purpose of awarding the contract, including:

- Specific information covering the technical and professional capacity, as required, in particular:

- Description of relevant professional experience with emphasis on the specific fields covered by the invitation to tender;
 - Detailed curriculum vitae of key coordinator and/or possible other team members;
 - A selection of the main works and/or articles published by all the experts involved, in relation to the relevant subjects specified in this tender.
- Specific information concerning the proposed methodology for delivering the tasks listed in part 3.
- ii) Financial proposal

Prices of the financial proposal must be quoted in euros, including if the sub-contractor is based in a country which is not in the euro-area. As far as the tenderers of those countries are concerned, they cannot change the amount of the bid because of the evolution of the exchange rate. The tenderers choose the exchange rate and assume all risks or opportunities relating to the rate fluctuation.

Prices must be fixed amounts and shall not include travel expenses and daily allowances for the attendance to the Steering Committee meetings and the Final Conference (which will be covered by ETUC on the basis of EU rules & thresholds).

The maximum amount available for this contract is EUR 22,000 (all taxes included).

Prices shall be fixed and not subject to revision during the performance of the contract.

9. Award Criteria

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

10. Content and selection of the bids

This call for tenders will be published on the ETUC website on Friday 23 December 2016. Offers must be sent within 28 days of the date of publication, by Friday 20 January 2017. Offers must be sent to ETUC, in both formats: electronic (by e-mail to amartin@etuc.org) and as a paper copy (see contact details below).

Concerning the paper copy, 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 "Tender Youth Project – not to be opened by the Mail Department" (Appel d'offres – à ne pas ouvrir par le service du courrier). If self-adhesive envelopes are used, they must be sealed with adhesive tape crossed by the signature of the sender.

A committee will be formed comprising of representatives of the ETUC and the European Trade Union Federations involved in the project. 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 authorities will then make their decision.

Candidates must send their bid electronically – to the following e-mail address: amartin@etuc.org – as well as submitting a paper copy of their bid, either delivered by hand or by registered mail or special courier service to:

ETUC

Thiébaut WEBER

Confederal Secretary

International Trade Union House

Boulevard du Roi Albert II, 5

B – 1210 Brussels

BELGIUM

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