

CALL FOR TENDERS FOR SUBCONTRACTING EXPERTISE

This is a call for a subcontractor to provide expertise as part of the implementation of the ETUC project “Industrial Regions and climate change policies: Trade Union’s perspectives”. The validity of this call, and the subsequent completion of the tendering procedure, are subject to the award of the EC Grant for the above-mentioned project.

In order to ensure a large visibility of this call for tenders, the ETUC will publish the tender specifications on its website, on Monday 17 November 2014, and keep it online for 25 calendar days (deadline for submission of bids: 12 December 2014).

I. Summary of the project and description of the objective(s)

The project is built on two main assumptions:

- Industry should be an essential dimension of any serious decarbonisation strategy but low-carbon industrial strategies consistent with the 2050 goals still have to be developed, even though interesting sectorial initiatives have been launched.
- Regions will have a key role to play, in cooperation with national and European authorities, in putting these industrial low-carbon strategies into practice.

The project proposes to discuss with trade union leaders the interrelations between the de-carbonisation agenda and the re-industrialization agenda at the regional level. The project will therefore aim at taking stock of what trade unions think and contribute to do in Europe, at the regional level, in combining the transition towards a low-carbon economy and the development of manufacturing activities. It is also the aim of this project to involve trade union representatives in a prospective exercise with other regional stakeholders and local authorities to identify best practices, but also hurdles and challenges in developing long term regional low-carbon industrial strategies. By doing so, the project will deliver a series of regional case studies and drawing together a set of recommendations which will aim at feeding the ETUC political work on energy, climate and industrial policies.

Low-carbon industrial strategies would require a holistic perspective covering a wide spectrum of dimensions like for instance, greening of skills and retraining programmes, infrastructure and investment policy. However, a special attention will be devoted to breakthrough low carbon technologies, such as Carbon Capture and Storage (CCS). Even though CCS has been identified, by the European Commission or by the International Energy Agency, as a key means of managing the transition while minimising the loss of valuable industry and jobs, CCS and low carbon technologies for industry and power are currently not sufficiently funded in Europe. Low-carbon technologies, including CCS, are essential to decarbonise Europe’s industrial base, but they do not receive the financial resource and the political attention which would fit with their social and economic importance.

With its focus on local implementation strategies, this project will continue and build upon several projects dedicated to climate change policies that the ETUC has performed in the past. In 2007, the ETUC has steered a study on “Climate change and employment” which mainly

analyse the impact of a -40% of GHG emissions in 2030 in 11 European Countries (<http://www.etuc.org/publications/study-climate-change-and-employment-0#.U1aBUJ1V3ct>). In 2010, the ETUC presented a study entitled “Climate change, new industrial policies and ways out of the crisis” (<http://www.etuc.org/publications/climate-change-industrial-policies-and-ways-out-crisis#.U1aCn51V3cv>). In 2011, the European Social Partners have commissioned a study called “Initiatives involving social partners in Europe on climate change policies and employment” (http://resourcecentre.etuc.org/linked_files/documents/IP1%20-%20Study%20-%20Initiatives%20involving%20social%20partners%20in%20Europe%20on%20climate%20c%20hange%20policies%20and%20employment.pdf). More recently the ETUC has developed projects on “Greening the workplace” (<http://www.etuc.org/green-workplaces-conference>), on “Sustainable Mobility” (<http://www.etuc.org/etuc-green-workplaces-2013-workers-sustainable-mobility>), and on “Engaging the young workers today to reach 2050 goals” (<http://www.etuc.org/final-conference-anticipating-transition-engaging-young-workers-today-reach-2050-goals>).

Methodology

The project is based on two stages.

First, a questionnaire will be sent to the ETUC affiliates in order to collect information on initiatives and views related to regional low-carbon industrial strategies. The aim is to get a sense of the maturity of the debate on regional low-carbon industrial strategies within the trade union movement and also to identify possible best practices and experiences that may be shared.

The second stage of the project will consist of a series of regional case studies. For each region, we will try to identify possible best practices of low-carbon industrial strategy but also challenges and difficulties. For that purpose, an external consultant will prepare a background document based on an in-depth upstream analysis of the regions (i.e. collection of key data, series of interviews etc.). That document will be first and foremost presented to and discussed with local trade unions. The workshop will also be gathering local stakeholders (regional authorities, local employers, academia). At the end of each of the regional workshops, we should be able to deliver a “regional case study” which will identify the key elements of a low-carbon industrial strategy where it exists as well as hurdles and challenges in regions where such a strategy still has to be developed.

Concretely, the following seven regions were identified as being interesting case studies:

1. Yorkshire (UK)
2. North Rhein-Westphalia (DE)
3. Silesia (PL)
4. Flemish Region, Antwerp area (BE)
5. Asturias (ES)
6. Lulea region, North Sweden (SW)
7. Ploiesti region Romania (RO)

These regions have many similarities in terms of industrial heritage and current activity in the energy production and manufacturing industries (see regions descriptions in Annex 1). They each have peculiarities due to national policy and history or geography. But for all these regions, decarbonisation at the scale which is prescribed by the European Commission, is a huge challenge which will have major effects on the industry and its workforce. Therefore,

anticipating the future changes, through a thorough analysis of the regional challenges and opportunities will be essential for the trade union movement.

The whole results of the project (see specific section below) will be presented during a final conference which will take place in Brussels at the end of the project.

Division of tasks

The division of work between project partners will be the following:

- The Steering Committee will have in charge the general follow-up of the project:
 - Discussion and endorsement of the questionnaire (on the basis of a draft prepared by the external expert),
 - Comments and endorsement of the regional workshops agenda and material (background material, programmes, list of speakers),
 - Comments and endorsement of the final report, including the regional case studies and the general policy recommendations,
 - Adoption of the agenda of the final conference
 - Any relevant issue that may come up during the project
- The ETUC will have to coordinate the administration of the project:
 - In order to frame the project, the ETUC will also provide a synthesis of the material coming from previous projects on related issues (see above) as well as from existing studies (sectorial low-carbon roadmaps).
 - Circulation of the questionnaire and data collection,
 - Logistical organisation of: the regional workshops (in collaboration with Regional trade union focal points), a side event during the UNFCCC COP 21 (Paris November 2015), the synthesis workshop (Bonn, June 2016), and of the final conference (Brussels, Fall 2016),
 - Editing and final validation of the written outputs of the project (regional case studies, final report and its summary)
 - Dissemination of the results.
- The external expert will have to perform the following tasks :
 - Prepare the questionnaire that will be sent to affiliates;
 - Analyse the data collected through the questionnaire;
 - Perform interviews with leaders from the local trade unions as well as with 10 key local stakeholders (public authorities, academia, employers and where appropriate relevant civil society organizations). For that purpose, the external consultants will have to contact local stakeholders directly, either via regional visits (three days), or via local offices or partners.
 - On that basis, he will prepare the background documents (max 20 p.) that will be discussed during the regional workshops as well as the synthesis of these discussions (max 10 p.). The structure used for these background documents will be discussed within the steering committee.
 - Write and present the draft final report during the synthesis workshop and take into account the remarks and suggestions the participants to that synthesis seminar may have. This report will present:
 - A state of play of the situation in Europe regarding the development of an industrial policy which matches with the long-term policy targets to tackle climate change.

- The results and information collected from ETUC affiliates through the questionnaire
- The compilation of the regional case studies
- A set of policy messages as agreed with the Steering Committee
- “Regional trade union focal points” will be involved in the follow-up of the project through their participation to the steering committee. In addition, they will assist the ETUC in the logistical organisation of the workshop that will take place in their region. They will also help the external expert to identify and contact the local stakeholders that will be involved in the workshops and their preparation.

Work-programme

Seven two-days regional workshops will be organized in collaboration with local trade unions. The aim of these workshop will be to identify, for each region, the main elements of its low-carbon industrial strategy, in terms of infrastructure, technology, skills etc. For that purpose, the consultant entrusted with the project will prepare a background note presenting the main features of the region (economy, manufacturing activities, geography etc.) as well as the main results of the interviews made with the local stakeholders.

These workshops will be attended by approximately 30 people – 20 “locals” and 10 participants from abroad (ETUC, IndustriAll and ETUI, and 1 representative of each of the other regions involved in the project). Interpretation will therefore be foreseen in these workshops, from/to the local language + 2 languages (one of which being EN).

In addition, a side event will be organized during the 21st UNFCCC Conference of the Parties which will take place in Paris in November-December 2015. The aim of this side event will be to present the project and its interim results to a larger audience made of government representatives, business organisations, NGOs, International organisations and academia. The Paris Climate Conference will obviously provide an exceptional opportunity to reach a large number of key stakeholders involved in climate change policy. Since this target audience will already be available on the spot, this side event in Paris will only represent a minimal cost to the project: only the travel and accommodation costs (1 night) of 2 representatives of the project, and the renting of a meeting room for the day, will be covered by the project.

A synthesis seminar will be organised to discuss into depth the different elements of the final report. Members of the ETUC SD WG should be associated to that discussion.

The final output of the project will be a report made of:

- A general introduction presenting the challenges and opportunities of a European low-carbon industrial strategy;
- The compilation of the answers to the questionnaire and their analysis;
- The different regional low-carbon industrial strategies;
- The general policy recommendations from the project.

These results will be presented during a final conference which will take place at the end of the project, in Brussels in the building harbouring the Committee of the Regions and the Economic and Social Committee. The idea is once again to present the results of the project to a large audience made of climate policy experts, from governments, local authorities, EU institutions, business organisations as well as from civil society organisations. Format: 2 days, 6 working languages (EN, FR, DE, ES, PL, NL)

Tentative Calendar

Start date	End date	Venue	Type of event
15/1/15		Brussels	Launch meeting: 1 st meeting of ETUC Steering Committee
15/3/14	2/3/15		Circulation of questionnaire among ETUC affiliates
10/4/15	11/4/15	Brussels	Enlarged ETUC Steering Committee (20 pp): 'Taking stock of what European trade union organizations think and do on regional low-carbon industrial strategies?' Meeting to discuss the main results of the questionnaire and to prepare the series of regional workshops
23/5/15	24/5/15	Yorkshire	Regional Workshop #1 (+ Steering Committee)
22/6/15	23/6/15	North Rhein Westphalia	Regional Workshop #2 (+ Steering Committee)
10/9/15	11/9/15	Silesia	Regional Workshop #3 (+ Steering Committee)
9/11/15	10/11/15	Asturias	Regional Workshop #4 (+ Steering Committee)
4/12/15		Paris	ETUC side event 'Trade unions as actors of developing low-carbon industrial strategies at the sub-national level'.
10/2/16	11/2/16	Antwerp	Regional Workshop #5 (+ Steering Committee)
11/3/16	12/3/16	North Sweden	Regional Workshop #6 (+ Steering Committee)
11/4/16	12/4/16	Ploiesti	Regional Workshop #7 (+ Steering Committee)
9/6/16	10/6/16	Bonn	Synthesis seminar
1/10/16	2/10/16	Brussels	Final Conference

II. Tasks to be performed by the subcontractor¹

Description of tasks

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

- Provide expertise on the issues dealt with (industrial policies, climate and energy policies, low-carbon technologies etc.);
- Assist the ETUC project administrator in organising project steering committee meetings, regional workshops, and the Final Conference;
- Provide the necessary reporting of the activities and draft the meeting documents and conclusions;
- Sit on the project Steering Committee, and work in close coordination with its members throughout the project.

For the questionnaire the subcontractor will be required to:

¹ Important note: references to "expert" in the text are synonymous to "subcontractor"

- Elaborate a draft questionnaire to collect views and experiences of ETUC affiliates in terms of industrial regions and climate policies;
- Discuss the draft questionnaire with the steering committee;
- Collect and process the answers and make a summary presenting the main conclusions.

For the **regional workshops**, the subcontractor will be required to:

- Prepare a preliminary draft to questions to be addressed and target people be discussed during the first Steering Committee meeting, finalise the draft following the meeting and present it for final approval by the Steering Committee
- Perform interviews with leaders from the local trade unions as well as with 10 key local stakeholders (public authorities, academia, employers and where appropriate relevant civil society organizations).
- Liaise with the Regional trade union focal points to contact local stakeholders and to organise regional visits which could be done via local offices or partners.
- Prepare the background documents (max 20 p.) that will be discussed during the regional workshops
- Prepare the synthesis of the workshops (max 10 p.).

For the **Side event**, the subcontractor will be required to:

- Present the project and its intermediate results, in English with a powerpoint presentation (or its equivalent)

For the **Synthesis seminar**, the subcontractor will be required to:

- Draft of a background document for discussion at the EU Conference that will be further developed after the event and take into consideration discussions and conclusions;
- Present and discuss the draft final report (see content below);
- Present and discuss the draft summary for trade union leaders;

For the **final report**, the subcontractor will be required to:

- Draft a final report made of:
 - A state of play of the situation in Europe regarding the development of an industrial policy which matches with the long-term policy targets to tackle climate change.
 - The results and information collected from ETUC affiliates through the questionnaire
 - The compilation of the regional case studies
 - A set of policy recommendations
- Take into account the remarks made during the Synthesis seminar and liaise with the ETUC coordinator for the final version of the text.
- Make a “Summary for Trade Union leaders” as described in the project description

III. Expertise , experience and skills required

Sound expertise is required on the following issues:

- Expert knowledge of industrial policies, EU climate and energy policy framework, low-carbon technologies, as well as cohesion policy and structural funds;
- Ability to perform interviews in various regional contexts;
- Good understanding of the trade union movement and ETUC.

Sound experience is required in the following areas:

- Formulating and carrying out a tailored methodology in order to realise comparative EU research;
- Running and animating seminars on the theme of industrial policy and climate policy framework;
- Writing research reports containing sound analysis and meaningful policy recommendations;
- Successful track record of delivering in similar projects run over a 12+ month period, with EU institutions and/or European stakeholders (social partners, NGOs, etc.).

Skills required:

- Proven research and presentation skills (in English);
- Report drafting skills (in English or French);
- Ability to work within specified deadlines and to respect budgetary limits;
- Ability to work in a multicultural context and understanding of different industrial relations culture & traditions;
- Good administration and project management skills.

IV. Time schedule and reporting

The subcontractor will be asked to perform the work from **15/01/2015 to 30/10/2016**. The subcontractor will be responsible for remitting the deliverables foreseen in the project methodology within the above time frame.

V. Payment

The total maximum budget available for the external expertise / subcontractor is as follows:

Contract with ETUC	
Main activities and Meetings	
<ul style="list-style-type: none"> ➤ Conducting 7 study visits (3-day visits) ➤ Drafting background reports + synthesis report ➤ Participating in a total of 12 meetings (3 steering group + 7 regional workshops + EU workshop + final conference) 	
Total budget for the Expertise	€
	57,750 € (all taxes included)

The subcontractor will be remunerated in various instalments (advance and final payment).

VI. Selection criteria

Subcontractor

The offers will be examined against the following criteria:

- Ability to propose a tailored methodology to prepare and realise a study survey as well as support the organisation of a genuinely interactive EU Conference, preferably in line with the methodologies developed during recent projects undertaken by ETUC or European Trade Union Federations;
- Evidence of extensive experience in running and animating interactive EU seminars on one or more of the following themes: industrial policies, EU climate and energy policy framework, low-carbon technologies, as well as cohesion policy and structural funds
- Offers submitted by transnational consortiums or by experts having access to a transnational network (preferably covering the regions/countries concerned by the project: Poland, Spain, Belgium, UK, Germany, Romania, Sweden) will be favoured;
- Proven track record of ensuring the quality of written materials prepared, both in terms of content and format (i.e. previous publications) on one or more of the following themes: industrial policies, EU climate and energy policy framework, low-carbon technologies, as well as cohesion policy and structural funds;
- Ability to write research reports containing sound analysis and meaningful policy recommendations;
- Project management experience;
- Successful track record of similar project management experience is essential, involving +12-month duration, with EU institutions and/or European stakeholders (social partners, NGOs, etc.);
- Ability to conduct meetings and draft documents in English or French;
- Ability to make presentations in English;
- Good administration skills;
- Respect of the budgetary and time constraints.

VII. Form, structure and content of the tender

Tenders must be written in either English or French. They must be signed by the tenderer or his duly authorised representative and 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 covering each of the award criteria listed in point I and the work plan and tasks identified in point II.

ii) **Financial proposal**

Prices of the financial proposal must be quoted in euros, including the countries which are 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 not include travel expenses and daily allowances for the interviews and meeting attendance (which will be covered by ETUC on the basis of EU rules & thresholds).

The maximum amount available for this contract is EUR 57,750 (all taxes included).

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

VIII. 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.

IX. Content and selection of the bids

Offers must be sent within 25 days of the date of publication of this call for tender on the ETUC website, **by 12th December 2014**. 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 – 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 three representatives of the ETUC Secretariat. 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:

<p>ETUC Józef Niemiec Confederal Secretary International Trade Union House Boulevard du Roi Albert II, 5 B – 1210 Brussels BELGIUM</p>

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