

## Call for tenders for subcontracting expertise

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# ETUC project “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 named “Boosting unions’ participation to guarantee quality transitions and employment to young people in Europe”.

This call was published on the ETUC website on Friday 20 July 2018 and will be open until Monday 13 August 2018 (cob), which is the deadline for submission of bids.

### 1. Summary of the project and description of the objective

With this project the ETUC and its partners are 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 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 have conducted an evaluation of the

social partners' involvement in the implementation of the Youth Employment Initiative and other EU employment measures. Special attention has been given to the principle of the partnership approach. But overall, one of the main outcomes of the project is 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.

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 focus on national, sectoral and company levels. In pursuing these activities this project seeks to foster social partner involvement in the implementation of the Alliance for Apprenticeships and the Quality Framework for Traineeships.

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 highlights 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 is producing a practical toolbox containing recommendations, which are to be included in the final report. Through the engagement of trade unions and employers, it fosters 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 includes a section with a set of recommendations derived from the identified good practices.

## 2. Methodology

The subcontractor will be asked to review the report of the expert above-mentioned and to make texts more readable, precise, and engaging for a broader audience. The subcontractor will be asked to also produce a leaflet and a video (an infographic animation) including the main findings of the research.

The expert will be requested to keep a fluent communication with the contractor and to request feedback on the final deliverables.

## 3. Tasks to be performed by the subcontractor

The specific tasks will be:

- To review the above-mentioned report and to make texts more readable, precise and engaging for a broader audience.
- To prepare a leaflet to include the main findings of the research in appealing language and layout.
- To produce a short infographics video in an appealing language and fashion with the main findings of the project.
- To contribute to the dissemination of the results to a specific target which will be provided by the ETUC (namely European and national decision-makers and key actors of the civil society).

## 4. Expertise, experience and skills required

Expertise required:

- Degree on communication or journalism;

- Knowledge of relevant European level labour policies and legislation;
- Experience in working on European level projects;
- Experience in working with trade unions at both European and national level;

Skills required:

- Editing skills to make legal and socio-scientific texts readable for a broad audience;
- Video and animation editing skills;
- Capacity to design and undertake a media strategy;
- High proficiency in English: ability to draft documents and make presentations in English;
- Ability to work in coordination with the contractor and to accomplish the works within specified deadlines and to respect budgetary limits

## 5. Time schedule and reporting

All the deliverables should be ready one month after the submission of the research.

The subcontractor will liaise closely with the contractor and when relevant with the Steering Committee of the project.

## 6. Payment

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

<b>Contract with ETUC</b>	
<b>Main activities and Meetings</b>	
<ul style="list-style-type: none"> <li>▪ To review the above-mentioned report and to make texts more readable, precise and engaging for a broader audience.</li> <li>▪ To prepare a leaflet to include the main findings of the research in appealing language and lay-out.</li> <li>▪ To contribute to the dissemination of the results to a specific target which will be provided by the ETUC (namely European and national decision-makers and key actors of the civil society).</li> <li>▪ To produce a short infographics video in an appealing language and fashion with the main findings of the project.</li> </ul>	
<b>Total budget for the Expertise</b>	<b>€</b>
	<b>9.000 € (VAT and all taxes included)</b>

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

## 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 materials produced, both in terms of content and format;
- Price not exceeding the amount stated above;
- Previous works undertaken in the field of policy and/or industrial relations.

## 8. 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 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 undertaken 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.

The maximum amount available for this contract is EUR 9,000 (VAT and 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

**Offers must be sent by Monday 13 August 2018 (cob).** Offers must be sent to ETUC, in both formats: electronic (by e-mail to [lmartin@etuc.org](mailto:lmartin@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 Education and Investment 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 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: [lmartin@etuc.org](mailto:lmartin@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.