

Call for tenders for subcontracting an expert for the ETUC project on “Adaptation to climate change”

This is a call for a subcontractor to provide expertise as part of the implementation of the ETUC project on “Adaptation to climate change”.

The ETUC will publish the call on its website, on Friday 21 December 2018, and keep it online for 34 calendar days (deadline for submission of bids: Friday 25 January 2019).

1. Summary of the project and description of the objective

Even though trade unions have been very active on climate-related issues, the impact of climate change consequences on workers are not always known and understood. In the same way, the importance of the adaptation strategies requires to prepare stakeholders to get familiar with it in order to contribute to it.

The three main objectives of this project are:

1. To inform European trade unions about the consequences of climate change on the world of work that are already foreseeable.
2. To prepare trade unions to play an active role in the design and implementation of the national strategies for adaptation.
3. To develop a tool kit for trade unions to bring adaptation on the agenda of industrial relations

With its focus on adaptation, 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%20change%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>). In 2016, the ETUC did finalise a project on “Climate policies and industrial regions: a trade union perspective” based on 7 regional case studies <https://www.etuc.org/documents/industrial-regions-and-climate-change->

[policies-trade-unions-perspectives-%E2%80%93-detailed-case#.Wv2T_UiFOUK](#). Last but not least, the ETUC is currently running a project on “How to involve trade unions in the governance of climate action after the Paris Agreement?” with a guide to be presented at the final conference taking place on the 15 of May 2018. <https://www.etuc.org/press/involving-trade-unions-climate-action-build-just-transition#.Wv2UMkiFOUK>

The project is based on two stages.

First, a questionnaire will be sent to the ETUC affiliates in order to take stock of what has been done so far, in their respective countries, to involve social partners into the debate on adaptation. The aim is to get a sense of the maturity of the debate 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 5 workshops organised in different member states. Each workshop will focus on a specific theme (see the list below) and experts from TU organisations and from relevant institutions will present their views on how to deal with the issues at stake while discussing how to deal with the impact of climate change on workers.

The list of themes presented below reflects the main interrelations between adaptation and labour issues, as seen by trade unions. These themes are at this stage formulated in a rather generic way and will require further elaboration. This work will be done by the members of the steering committee when they will design the agenda of the workshops.

List of themes for workshops:

1. Adaptation and the world of work: framing the discussion
2. Consequences of climate change and employment: sectors and regions at risk and how to anticipate?
3. Consequences of climate change, working conditions and occupational health and safety?
4. Sectors at the front line of climate change consequences.
5. Public authorities: planning, investment and infrastructures

In each theme, a specific attention will be devoted to the gender dimension which has been identified as a transversal priority by the ETUC.

For each theme, we will first frame the discussion by taking stock of the situation through presentations made by experts coming from institutions and stakeholders having a recognized leading role on the issue covered. We will then move to more concrete and specific discussions by inviting a sample of experts from trade unions – with a specific attention to sectors that are the most exposed – to present existing initiatives or to present their views. The aim is to try to see concretely how trade unions can engage in designing and implementing adaptation strategies by presenting best practices but also challenges and difficulties on all the issue areas mentioned above.

2. Tasks to be performed by the subcontractor

The sub-contractor will have to perform the following tasks :

- Prepare the questionnaire that will be sent to ETUC affiliates;

- Analyse the data collected through the questionnaire, notably to identify interesting case studies to be presented during the workshops;
- Prepare the thematic workshops through in-depth desk-research on each theme covered. On that basis, he will prepare the background documents (max 10 p.) that will be used to frame the discussion of the thematic 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 involvement of trade unions in the development and implementation of adaptation policy strategies to deal with climate change consequences.
 - The results and information collected from ETUC affiliates through the questionnaire
 - The synthesis of the workshops
 - A set of policy messages as agreed with the Steering Committee
- Intervene and present the final report in the final conference of the project

3. Expertise, experience and skills required

Sound expertise is required on the following issues:

- Expert knowledge of Climate and energy policy framework (International and EU level);
- Expert knowledge of industrial relation structures in EU Member States;
- Expert knowledge of the impact of climate change on employment and labour
- 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 undertake comparative EU research;
- Running and animating seminars on the themes of industrial relations 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);
- Proven skills in drafting study reports;
- 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.

4. Time schedule and reporting

The subcontractor will be asked to perform the above-mentioned tasks by the end of May 2020 followed by a final conference in June 2020.

Please note that the exact dates of the above-mentioned events may be subjected to slight changes and will be decided upon by the steering committee.

5. Payment

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

Contract with ETUC	
Main activities and Meetings	
<ul style="list-style-type: none"> Conducting desk-research, preparing and participating in 5 thematic workshops Drafting background reports + synthesis report Participating in 3 steering group meetings + synthesis seminar + final conference) 	
Total budget for the Expertise	36 600 € (VAT and all taxes included)

The subcontractor will be remunerated in various instalments (advance and final payment). This amount covers the fees but does not include the travel and subsistence costs incurred for attending project meetings (such as Steering Committee meetings and Final Conference) and for conducting the country visits (for the study). These will be covered by ETUC on the basis of EU rules & thresholds (see the EC table of maximum amounts per EU member state).

6. Selection criteria

The selection criteria are:

- Verifiable expertise, experience and skills, as required and described in part 3 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 climate change and its impact on employment and labour.

7. 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 of the 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 other project events (such as the workshops or Final Conference) which will be covered by ETUC on the basis of EU rules & thresholds.

The maximum amount available for this contract is EUR 36,600 (VAT and all taxes included).

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

8. 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.

9. Content and selection of the bids

This call for tenders will be published on the ETUC website on Friday 21 December 2018. Offers must be sent at the latest on Friday 25 January 2019. 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 Adaptation Project – not to be opened by the Mail Department" (Appel d'offres – à ne pas ouvrir par le service du courrier).

A committee will be formed comprising of 3 representatives of the 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;
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.

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
Montserrat MIR
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.