

# Call for tenders for subcontracting expertise – ETUC project on Getting young workers on board of the European Pillar of Social Rights.

This is a call for a subcontractor to provide expertise as part of the implementation of the ETUC project on “Call for tenders for subcontracting expertise – ETUC project on Getting young workers on board of the European Pillar of Social Rights”.

In order to ensure a large visibility of this call for tender, the ETUC will publish the tender specifications on its website, on Monday 25 February 2019, and keep it online for 21 calendar days (deadline for submission of bids: Monday 18 March 2019).

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

With this project the ETUC aims at contributing to the improvement of the situation of young Europeans in the labour market by:

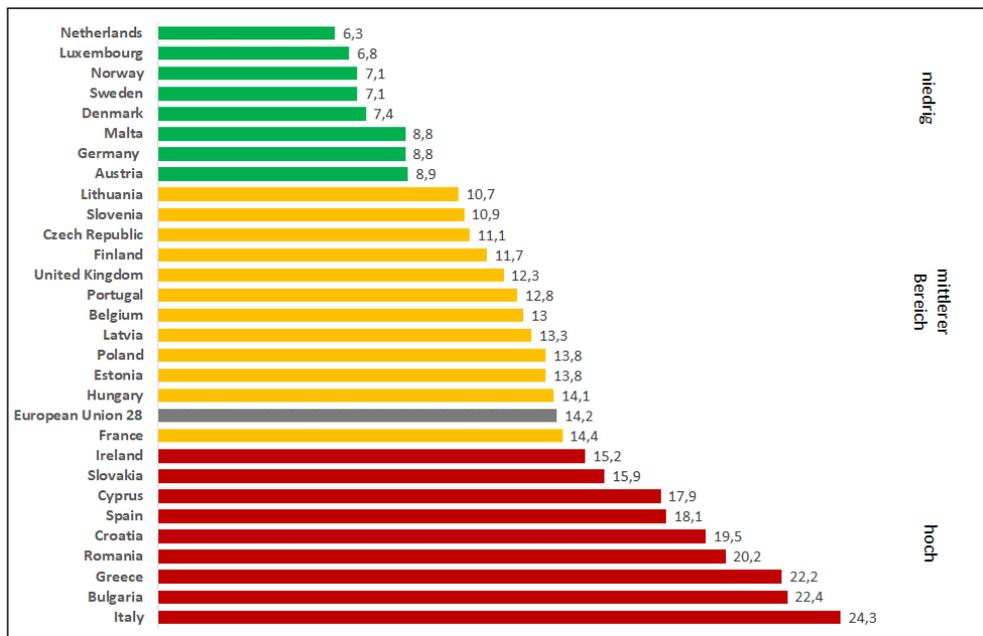
- Tackling inequalities which affect young European workers in the labour market and during the transition between the educational system and the labour market. Special attention will be given to the situation of traineeships and therefore EU political tools such as the Quality framework for traineeships will be further implemented by the ETUC members.
- The situation in the labour market of two categories of workers which are overrepresented in precarious forms of employment, unemployment and inactivity will be particularly addressed: young women on one side and young migrants and second-generation young immigrants (immediate descendants of those born abroad) on the other side. Trade union actions to improve the working conditions of said groups will be defined and implemented.
- Also, in matters of gender, the project will also aim at improving work-life balance for young workers, for which the strengthening of the implementation of the coming EC Initiative to support Work-Life Balance for Working Parents and Carers will be considered.

The actions will be structured into three levels of trade union action and three geographical clusters:

- Geographical scope: Considering the heterogeneity of the European labour market for young people, tailored measures are needed which take into consideration a broad range of different elements such as the industrial fabric, the legislation, the trade union density, and the coverage of collective agreements, among other elements. At this regard, the NEET concept is a powerful tool for the better understanding of how vulnerable young people can be in terms of their participation in the labour market and social inclusion.

For the purpose of the project, EU countries will be divided into three groups according to the percentages of NEET young population, these beings:

- Countries with a NEET population rate between 0 and 10 per cent
- Countries with a NEET population rate between 10 and 15 per cent
- Countries with a NEET population rate above 15 per cent



Three geographical clusters could be identified from the graph above Northern Europe, Eastern Europe and South. These geographical division will structure the distribution of the activities envisaged during the project: one workshop in France, one in Germany and one in Romania. These activities will explore the situation of youth in the concerned countries and the trade union actions undertaken at any of the three above-mentioned levels of action to integrate young people (with special attention to young women and migrants) in the labour market.

The following levels of trade union action will be explored. The improvement of the situation of young women and migrants in the labour market and in their transition to the labour market will be addressed in all the actions envisaged:

- Collective bargaining. As said above, the effective conclusions of collective agreements at company and sectoral level has proven to be an effective tool for improving the working conditions of women in the labour market and the same can be said for young workers. Provisions on youth employment and transitions included in the collective agreements

throughout EU industrial systems will be tracked and best practices identified.

- Social Dialogue. Bipartite or tripartite negotiations between social partners and (when applicable) Governments to establish policies and legislation to ease the integration in the labour market for any of the target groups will be tracked throughout the EU. Best practices will be selected based on the impact assessment of said initiatives and common denominators will be identified.

These results will be used by the members of the Steering Committee in two directions: a) monitoring the role of trade unions as social partners in putting forward the youth agenda of EU2020 and the European Pillar of Social Rights (with special focus on two already-mentioned policies: The Quality Framework for Traineeships and the coming EC Initiative to Support Work-Life Balance for Working Parents and Carers) and b) providing the basis for a trade union proposal for the coming EU youth employment policy framework.

- Outreach to the most vulnerable youth (including building up alliances with civil society organisations).

These findings will be used to create a toolbox for mainstreaming a youth approach to collective bargaining, social dialogue and strategic approaches of trade unions throughout Europe.

In matters of transitions between the educational system and the labour market, special attention will be given to the transposition at national or sectorial level of the Quality Framework for Traineeships. When considering actions to support young women and migrants in the labour market, the transposition at national level of three European frameworks will be specially considered: The coming Initiative to support Work-Life Balance for Working Parents and Carers, the European Quality Framework for Traineeships and the European partnership for integration (offering opportunities for refugees to integrate into the European labour market). The provisions included in these policy frameworks will be integrated in the toolbox at the different levels of intervention.

## 2. Methodology

The subcontractor will be asked to produce a report which will consist of an 80-page document, written in English by the expert and then to be translated into French. The print run will consist of 200 copies in English and 100 in French.

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 three workshops organised in the framework of the project, which will provide him/her the opportunity to have a direct contact with the ETUC national youth trade union officers. 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

As mentioned above, the sub-contractor will produce an 80-page (approx.) report and participate in the three workshops and the final conference organised in the framework of the project.

More specifically, the report to be produced by the sub-contractor will aim at:

1. Mapping collective agreements (company and sectoral level) and policies which are the outcome of Social Dialogue which improve the working conditions of young workers (with specific reference to women and young migrants in the labour market). The impact of the European Quality Framework for Traineeships in the national regulations.
2. creating a toolbox for mainstreaming a youth approach to collective bargaining approaches of trade unions throughout Europe.
3. providing the basis for a trade union proposal for the upcoming EU youth employment policy framework.
4. mapping of outreach activities of trade unions towards the most vulnerable youth (including building up alliances with civil society organisations).

### 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 and social partners 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 three workshops of the project (including the meetings of the Steering Committee which will be organised as a side activity to the workshops) and the final conference.

### 5. Time schedule and reporting

The subcontractor will be asked to produce the final report by **June 2020**. The subcontractor will also present the main findings of the research in the Final Conference which will take place in Brussels in **October 2020**.

The subcontractor will liaise closely and report to the Steering Committee. The subcontractor will attend 3 workshops: Two of them will be held in the second half of 2019 (one in France and one in Romania) and a third one will take place in March 2020 in Germany.

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:

<b>Contract with ETUC</b>	
<b>Main activities and Meetings</b>	
<ul style="list-style-type: none"> <li>▪ Desk research and interviews</li> <li>▪ Drafting research study</li> <li>▪ Participating in the three workshops and in the Final Conference.</li> </ul>	
<b>Total budget for the Expertise</b>	<b>€</b>
	<b>27.000 € (all taxes and VAT included)</b>

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 the workshops 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 workshops 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 27,000 (all taxes and VAT 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 Monday 25 February 2019. Offers must be sent within 21 days of the date of publication, by Monday 18 March 2019 at the latest. 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 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 composed of relevant ETUC representatives associated to the project will be called for assessing the bids. 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:

<p><b>ETUC</b></p> <p>Thiébaut WEBER</p> <p>Confederal Secretary</p> <p>International Trade Union House</p> <p>Boulevard du Roi Albert II, 5</p> <p>B – 1210 Brussels</p> <p>BELGIUM</p>
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For bids sent by registered mail, the postmark will serve as proof of the date of dispatch.