



CALL FOR TENDERS FOR SUBCONTRACTING EXPERTISE

This is a call for a subcontractor(s) to provide expertise as part of the implementation of the ETUC project “**Tackling violence and harassment against women at work**”.

In order to ensure a large visibility of this call for tenders, the ETUC will publish the tender specifications on its website (<https://www.etuc.org/en/type-de-page/call-tender>) on Thursday, **14 July 2022** and keep the call open for 40 days (deadline for submission of bids: 23 August 2022).

On 24 August, the deadline for the call for tender was extended. The extended deadline for submission of bids is **13 September 2022**.

I. Background

The COVID-19 pandemic profoundly impacted the world of work. During the pandemic, the home became the workplace for many workers: The physical presence at the workplace shifted towards a digital workplace, with different means and tools of work, management and communication. For others, many of them women workers, the workplace remained outside the home, because their work and skills were essential for keeping our societies afloat. For many workers, the routine of the work, including the workload, the nature of tasks, the work environment and the exposure to health and safety risks and other hazards changed, and deteriorated, significantly. While many sanitary measures have been lifted, telework arrangements remain in many workplaces.

The COVID pandemic has also triggered a gendered reading of the world of work that gained visibility in mainstream discourse. The often-poor working conditions and inadequate pay of workers in undervalued and highly feminized professions, such as care work or cleaning, were suddenly recognized and rightfully criticized. The unevenly distributed burden of care work of women, working in home office or on the frontlines, informed the conclusion that the COVID-19 crisis is indeed a gendered crisis, with ongoing repercussions. One of many findings that sustain the analysis of a gendered COVID-19 crisis is the undeniable spike in violence against women, and specifically domestic violence, that disproportionately concerns women.

Women working on the COVID frontline, particularly carers, transport workers, shop assistants and cleaners, have faced increased face-to-face abuse during the crisis. As work moved into the home for many women workers, online harassment, facilitated by intrusive monitoring tools, is a phenomenon on the rise.

Whereas the rise of domestic violence is relatively well researched and highlighted since the start of the pandemic, findings on violence and harassment at work, online and offline, are

less researched.

The project “Tackling violence and harassment against women at work” aims at analyzing violence and harassment at work against women and at supporting ETUC affiliates in their actions to end violence and harassment at work.

The project aims at taking a closer look towards a potential rise in violence and harassment against women at work, triggered by the abovementioned shifts in the world of work.

In the context of an increasingly digitalized world of work marked by the COVID-19 pandemic, the project will identify how existing and new forms of violence and harassment are present, such as online violence and harassment and cyber bullying, the interconnectedness between domestic violence and (tele)work, as well as offline violence and harassment that disproportionately affects essential workers, most of them women.

Whereas safe workplaces free from violence and harassment is a priority of the European Trade Union Confederation, the project will open avenues of work and good practice examples to assist trade unions in preventing and combating violence and harassment at work.

In a larger political context, the project resonates with the ETUC’s work in support of the ILO Violence and Harassment Convention (Convention 190 and Recommendation 206), the first international labour standard to address violence and harassment at work, that came into force in June 2021. The project’s outcome will also inform ETUC advocacy around the European Commission’s recently published proposal for a Directive combating violence against women and domestic violence, as well as EU ratification of the Council of Europe’s Istanbul Convention.

Specific objectives

The objectives of the project “Tackling violence and harassment against women at work” lie in compiling research and data on violence and harassment against women in the world of work and analyzing the problem from a gender-sensitive perspective. In the context of the COVID-19 pandemic, the project will help to better identify potentially new forms of violence and harassment in the world of work and to better understand enabling and disabling environments for violence and harassment against women in the world of work

The project’s deliverables (study report, trade union guide and videos) will boost awareness on this problem and offer concrete trade union led strategies and practical tools to address violence and harassment against women at work, including through collective bargaining.

Desk research, conducted by the external expert will clarify to what extent violence and harassment at work has increased in the context of the COVID-19 pandemic and shine a light on the specific forms of violence and harassment in relationship to specific workplaces, work environments and sectors. With the help of specifically designed surveys, the state of play of trade union action’s in preventing and combating violence and harassment at work will be assessed. Secondly, the project will enable an exchange of trade union practices, actions and collective agreements (such as the European framework agreement on harassment and violence) to prevent and combat violence and harassment at work through a seminar and conference. Thirdly, the project’s outcomes and deliverables will support awareness raising on the gendered dimension of violence and harassment in the world of work and trade union’s key role in addressing this issue. The project should contribute to trade unions’ advocacy work regarding the ratification of the ILO Convention C190, the first international labour standard

to address violence and harassment at work, and to strengthening existing trade union advocacy networks and activities.

Main activities

The main activities will be organised in 3 different phases.

First Phase

During this initial phase a quick survey among members of the ETUC will be conducted to determine how violence and harassment at work against women and domestic violence has been addressed at national, sectoral or individual union levels and which forms of violence and harassment at work (online and offline) are prevalent.

The result of the survey will determine which Member States will be participating in project according to uptake of the issue in policies and campaigns and / or uptake of the issue in collective bargaining processes. An external expert will be selected and will provide input and support to conduct the survey as well as attend all relevant project events. The steering group meeting during this phase will provide a forum for exchange between the experts, the ETUC team and national and sectoral experts.

The desk research, conducted by the external expert and informed by the responses of the survey, will build a solid basis and outline the problem, e.g. with regard to specific forms of violence and harassment at work, disabling and enabling work environments and best practice in preventing and combatting violence and harassment at work, online and offline. The desk research will form the basis for the study report.

Steering Group Meeting (1 day, TBC Brussels, October 2022 TBC)

- Target: Trade union experts on gender, health and safety and collective bargaining
- Number of Participants: 15 including 5 ETUC representatives, 1 Expert
- Languages: EN / FR

Second Phase

Following the survey during the first phase which will have identified which of Member States to focus project activity on, targeted interviews and, where appropriate, country visits will be done in order to identify specific activities undertaken by member organisations of the ETUC in preventing and combating violence and harassment at work against women, online and offline. The results will then be discussed at a decentralised seminar (Vienna TBC) where specific good practices will be highlighted. The seminar with 45 participants will contribute to translating the findings of the desk research and study report into the trade union guide

The results of the interviews and decentralised seminar will be brought together in a **study report (approx. 50 pages)**, which will be launched at a European conference (phase 3, below), which will also be the launch of a media information campaign to highlight the importance of the issue. In addition, a **Trade union guide (approx. 40 pages)** will be produced by the external expert which should compile best practice trade union strategies and provide detailed guidance to make workplaces free-zones from violence and harassment.

The second meeting of the steering group will follow-up on the seminar, further help to define the trade union guide and prepare the conference.

Decentralised Seminar 1 (1.5 days, Vienna TBC, March / April 2023 TBC)

- Target: ETUC member organisations
- Number of Participants: 35, including 5 ETUC representatives
- Languages: EN, + 3 others TBC

Steering Group Meeting (1 day, TBC Brussels, March / April 2023 TBC)

- Target: Trade union experts on gender, health and safety and collective bargaining
- Number of Participants: 15 including 5 ETUC representatives, 1 Expert
- Languages: EN / FR

Third Phase

The results of all the previous phases will be brought together in a study report, which will be launched at a final conference, which will also be the launch of a media information strategy to highlight the importance of the issue.

The communication of the outcomes of this project will be supported through a social media campaign, before, during and after the final conference. As one of the main objective of the project is to raise awareness on the prevalence of violence and harassment against women at work (online and offline), a set of videos will be produced and launched at the final conference, based on the information in the study report and Trade union guide. Additional communication material, such as infographics, a and a short leaflet/brochure summarising the key messages (to be translated from English into 6 languages, for a wider dissemination) will be produced.

EU Level Conference (1-day TBC Budapest TBC, June 2023 TBC)

- Target: ETUC member organisations
- Number of Participants: 80
- Languages: EN, FR + 3 others TBC

Third Steering Group Meeting (1 day, TBC Brussels, July 2023 TBC)

- Target: Trade union experts on gender, health and safety and collective bargaining
- Number of Participants: 15 including 5 ETUC representatives, 1 Expert
- Languages: EN / FR

Workplan:

2022	
July – August	Launch of call for tender for subcontracted expertise and selection of successful bid
October	First steering group meeting - brainstorming on issues to be focused on

	- discussion on surveys to be conducted
October	Survey (ETUC Women's Committee and other relevant ETUC committees)
November	Analysis of survey and desk research
December	Preparation of decentralised seminar and desk research
2023	
January	Preparation of decentralised seminar and desk research
February	Preparation of decentralised seminar and desk research
March / April	Preparation of decentralised seminar and desk research Drafting of study report and trade union guide (in coordination with ETUC Women's Committee) Decentralised seminar (exact date TBC) Second Steering group meeting <ul style="list-style-type: none"> - Planning final conference - Study report and Trade union guide - Planning of communication strategy, including videos
May	Preparation of the European level Conference Finalising the study report and trade union guide
June	Final European level Conference
June - September	Roll-out and dissemination of deliverables Third steering group meeting

People

People involved in the preparation and in the running of the project will include:

- From the **ETUC Secretariat** (5): 1 Deputy General Secretary dossier who is responsible for the project, 1 Head of Trade Union Policy, 1 Advisor, 1 Assistant (part-time); 1 Accountant.
- A **Project steering group** will be set up to monitor progress and help drive the work forward. The committee will be composed by:
 - National representatives of the ETUC Women's Committee
 - Representatives of European Trade Union Federations (ETUFs) (who may also be appointed among ETUFs' national members)
 - Persons of the ETUC (the Deputy General Secretary responsible for the dossier, one policy adviser, 1 external expert (see below for the tasks description of the external expert)).

This Committee will meet 3 times during the course of the project and will work in English and French.

II. Tasks to be performed by the subcontractor(s)¹

The following tasks could be performed either by one single expert or by a (small) pool of junior experts managed by a senior one.

Description of tasks:

The subcontractor(s) should provide the following services for the applicant organisation:

- Provide expertise on the issues dealt with (industrial relations systems in the target countries (EU 28 + candidate countries), collective bargaining, social dialogue, gender equality, gender-based violence, violence and harassment at work, occupational safety and health;
- Assist the ETUC project administrator in organising project steering committee meetings, national/EU level interviews the EU Conference and the Brussels-based event;
- Provide the necessary reporting of the activities and draft the project steering and conference meetings' reports and conclusions;
- Sit on the project Steering Committee, and work in close coordination with its members throughout the project;
- *(optional depending on methodology submitted)* Select and coordinate a team of junior experts under the supervision of the project Steering Committee.

For the **study report and the Trade union guide**, the subcontractor(s) will be required to:

- Propose a methodology and design a survey to collect trade unions/social partners' practices preventing and combating violence and harassment against women at work, including support for victims and survivors of domestic violence, with a strong focus on collective bargaining
- Carry out a desk research (by the expert and under supervision of the project steering committee) to gather existing practices addressing violence and harassment against women at work, particularly regarding trade unions' role, collective bargaining, workplace policies and procedures, training, awareness raising and / or gender-responsive risk assessments
- Analyse trade unions' material to be collected via ETUC Women's Committee and other relevant Committees, and selection of preliminary good practices (under supervision of steering committee) to be further explored in face to face interviews;
- Collect, targeting all ETUC affiliates, examples of clauses from negotiated agreements or trade unions positions on preventing and combating violence and harassment against women at work, including domestic violence and other forms of gender-based violence
- Conduct (or coordinate junior experts') face to face interviews with gender, health and safety and collective bargaining experts from national and European trade union representatives (and where possible with employers' representatives) on trade unions' / social partners' strategies. The expert(s) will conduct remote/online interviews, whenever necessary or useful, but a few country visits may be needed in up to 3 EU

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

member states (2 to 3 days per country visit). Interviews will be held in English where possible or in the national language (the assistance of an interpreter could be envisaged in some cases);

- Draft a background document for discussion at the decentralised seminar and final Conference that will be further developed after the event and take into consideration discussions and conclusions.
- Finalise the **study report and the Trade union guide** for the final conference.
- Consult the ETUC team in the production of the videos and communication material (selection of key findings, etc)

For the **Steering meetings, the decentralised seminar and the final conference** the subcontractor(s) will be required to:

- Attend all three Steering meetings, the decentralised seminar and the final conference
- Present and discuss the results of the desk research
- Following the second Steering Committee meeting, coordinate with ETUC on the organisation of the final conference and the preparation of documents (including drafting of agenda, background papers, presentation materials etc.);
- Provide advice on the selection of guest speakers;
- Provide expertise and advice to the project Steering Committee and ETUC project coordinator/administrator. Expertise of the different national industrial relations and collective bargaining systems as well as gender equality with a specific knowledge on gender-based violence, strategies on preventing and combating violence and harassment against women at work and occupational safety and health is essential;
- Draft a background document for discussion at the decentralised seminar and final Conference that will be further developed after the event and take into consideration discussions and conclusions.
- Integrate the results of the discussions in the study report.
- Finalise the study report and the Trade union guide following the Steering Committee meeting;
- Draft the conference report (main issues discussed and conclusions).

III. Expertise, experience and skills required

Sound expertise is required on the following issues:

- Expert knowledge of gender equality particularly regarding the issue of gender-based violence, violence and harassment against women at work, as well as collective bargaining systems, occupational safety and health and industrial relations systems in Europe (Senior expert: + 10 years, Juniors: + 3);
- Ability to identify and integrate analyses of current labour market issues faced by employers' and trade unions' organisations in the EU countries;
- Sound 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 run interactive EU seminars and realise comparative EU research (Senior expert: + 10 years, Juniors: + 3);

- Running and animating national/EU seminars/conferences on two or more of the following themes: industrial relations /gender equality/ gender-based violence/ violence and violence at work / social dialogue / occupational safety and health (Senior expert: + 10 years, Juniors: + 3);
- 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 (Senior expert: + 10 years, Juniors: + 3);
- Report drafting skills (in English);
- 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(s) will be asked to work from **September 2022 to July 2023** (the eligible project duration). The subcontractor will be responsible for submitting the deliverables foreseen in the project methodology within the above time frame. Specific deadlines for all deliverables will be agreed upon with the ETUC.

The subcontractor(s) will be asked to work for an estimated number of days ranging from 50 to 70 days, dedicated to:

- attending the steering meetings, the decentralised seminar and the final conference + country visits;
- the preparatory phase of the study report and the Trade union guide (preparation of first Steering Committee meeting, compilation of interviews and analysis of responses)
- preparing materials for the final Conference and drafting the study report and the Trade Union guide to be presented and discussed at the Conference.

V. Payment

The total maximum budget available for expertise is as follows:

Contract with ETUC	
Main activities and Meetings	
<ul style="list-style-type: none">➤ Desk research➤ Steering Committee Meeting # 1➤ National / EU interviews➤ Country visits (TBC)➤ Coordination of junior experts' team (<i>optional</i>)➤ Decentralised seminar➤ Steering Committee Meeting # 2➤ Final conference➤ Final study report and final Trade union guide➤ Steering Committee Meeting # 3➤ 1 Brussels-based event➤ Meetings reporting	
Expertise	€
	30.000 € (VAT and all taxes included)

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

VI. Selection criteria

Subcontractor(s)

The offers will be examined against the following criteria:

- Ability to propose a tailored methodology to prepare and realise a synthesis research report survey and a Trade union guide, as well as support the organisation of a genuinely interactive final 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/conferences on one or more of the following themes: industrial relations/social dialogue/gender equality/ violence and harassment at work
- 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 relations/social dialogue/gender equality/ gender-based violence, violence and harassment at work, occupational safety and health with a European perspective;

- Expert knowledge of industrial relations systems at EU level, collective bargaining, gender equality (particularly gender-based violence and violence and harassment at work) and occupational safety and health
- Ability to identify and integrate analyses of current labour market issues faced by governments, employers' and trade unions';
- 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;
- 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 30.000 euros (VAT and all taxes included all taxes).

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

This call for tenders will be published on the ETUC website on Thursday 14 July 2022. Offers must be sent within 40 days of the date of publication of this call for tenders on the ETUC website, by **23 August 2022**. Offers must be sent to ETUC, in electronic format (by e-mail to amartin@etuc.org), indicating clearly "**Tender: Tackling violence and harassment against women at work**".

A committee will be formed comprising three representatives of the ETUC Secretariat. The committee members will evaluate the tenders that have been deemed admissible. An evaluation report and classification of tenders 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.