



Call for Tenders
for subcontracting external expertise
in the framework of the ETUC project:

Anticipating the transition: engaging young workers today to reach 2050 goals

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1 BACKGROUND

1.1 Introduction

The ETUC has undertaken to develop a project entitled "Anticipating the transition: engaging young workers today to reach 2050 goal".

The ETUC therefore responded to a call for proposals of the European Commission (Budget Line 04-03-03-01) in September 2012, to obtain the necessary funding in order to be able to carry out this project. In December 2012, the Commission confirmed its approval to co-finance the project.

The ETUC has expressed its intention to select a subcontractor in the framework of this project, and this call for tender describes the subcontracting work needed to carry out this 12-month project.

These tender specifications therefore detail the background, purpose of the tender, experience required, tasks, payment and price, selection criteria and procedures regarding the subcontractor.

1.2 Objective and Method

In March 2011, the European Commission published its Roadmap 2050, setting out the EU's strategic options to achieve a reduction in greenhouse gas emissions (GHG) of 80-95% by 2050 based on 1990 levels. Achieving these ambitious aims, we demand a real transformation of our models of production, transportation and consumption across all economic sectors. These changes will be implemented in the coming 40 years, affecting the whole working life of young workers entering the labour market today.

The aim of this project is to link this action on youth unemployment with the longer term European action on energy and resource efficiency, which is pushing for a transformation of Europe's production and consumption patterns towards sustainability. The 'greening' of the European economy entails changes in the labour market, in terms of types of jobs and skills required. In order to do this effectively, the ETUC has decided to undertake a study on union initiatives on training and job placements for young workers linked to the growth of new industries and sectors (e.g. in renewables, energy services, resource management) and training programmes focusing on giving the unemployed youth skills for the emerging 'green economy'. Practical examples exist and have been identified by ongoing ETUC projects on Green Workplaces; these will be considered in further depth. Moreover, an overview of the demographic trends in different sectors will be linked to the analysis undertaken on sectoral potential from a low carbon industrial policy for Europe (ETUC study undertaken in 2009).

In terms of methodology, the ETUC will ask a subcontractor/expert to identify existing practices and examples, based on an ETUC affiliate questionnaire. This will be supplemented by an analytical chapter on the employment potential and demographic changes underway in different sectors linked to the greening of the economy.

In order to better detail the cases, the subcontractor may conduct several interviews.

The ETUC will organise a conference to present the main practices identified (80 participants, 1.5 days) and to address the demands of young workers in relation to European climate policy.

All EU 27 Member States and candidate countries will be invited to participate, as well as the European Commission. This 1.5 day Conference will take place in Brussels.

1.3 Activities

A short description of the main features of the project follows:

Start date	End date	Venue	Type of event
January 2013		Brussels	Launch meeting: 1 st meeting of ETUC Steering Group
January 2013	20/02/13		Questionnaire and initial data collection for ETUC study 'Young, Green and Union: addressing sustainable youth employment for Europe'
March 2013		Brussels	2 nd meeting of ETUC Steering Group
20/03/13		Brussels	ETUC seminar (20 pp) to consider the preliminary results of the study and identify good practices
20/03/13	10/05/13		Finalising text of the study and layouting (6 languages: EN, FR, DE, ES, IT, PL)
12/06/13	13/06/13	Brussels	Closing conference: bringing together members of the ETUC's sustainable development and youth working groups as well as shop stewards from the local level and EU policymakers (80 pp: EN/FR/NL/DE/ES/PL)
16/07/13		Brussels	3 rd meeting of ETUC Steering Group: evaluation meeting and preparation of follow-up activities (e.g. preparation of a resolution for the Executive Committee in autumn 2013 on the main results and findings)

Brussels-based Launch Steering Group Meeting

- 9 participants
 1. 3x youth committee participants
 2. 3x sustainable development working group participants
 3. ETUC secretariat
 4. 1 expert
- Date: January 2013

Two further 1-day Steering Committee meetings are foreseen in Brussels with the same format:

- one meeting after questionnaire circulated and draft analytical report prepared, in order to prepare the conference (March 2013)

- one last meeting of following the conference to set out recommendations for further action (July / September 2013)

1.5 day Brussels-based EU-level conference

- +/- 80 participants
- Date: June 2013
- Working languages: EN/FR/NL/DE/ES/PL

1.4 General organisation and description of project partnership

This action will be managed by ETUC, under the supervision of a steering group composed of representatives from the ETUC's youth committee and sustainable development working group.

For the implementation of this project, an expert will be contracted for an estimated 50 (fifty) days' expertise:

- He/she is responsible for the planning of the phases of the project and carrying out the study, in coordination with the ETUC secretariat;

Please refer to the subcontractor terms of reference (Section 3 onwards) for a more detailed description of the experts' tasks and deliverables.

The project accounting and production of the final report for the European Commission will be carried out by ETUC.

2 PURPOSE OF THE TENDER

The tender aims at finding a subcontractor to carry out the ETUC's project entitled "**Anticipating the transition: engaging young workers today to reach 2050 goals**".

In order to ensure a large visibility for this tender, the ETUC will publish the tender specifications on its website; it will each keep the tender online for 25 (twenty five) days.

3 TASKS TO BE PERFORMED BY THE SUBCONTRACTOR

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

- Propose an action plan during the first Steering Group meeting, including the timeframe and planning of activities to effectively prepare the study, to be validated by the Steering Group,
- Present the methodology;
- Map initial relevant practices at the national, sectoral and workplace levels, based on a detailed action plan;
- Produce a detailed support document and database to keep track and assemble the relevant practices. All technical documents used and reviewed should be appended;
- Organise one Steering Committee meeting at the end of this phase, in close coordination with the ETUC.

- Support in the organising of the EU-level conference by proposing a detailed agenda;
- The expert will be responsible for the finalisation of the main project deliverable: the study “young, green and Union”;
- Advise on the choice of guest speakers to be invited, case studies to be presented;
- Animate the conference and to contribute to organise the moderation of the discussions in order to ensure an interactive nature of this exercise, including receiving questions from the audience;
- Draft a post conference report of proceedings (max. 10 pages);
- Liaise with the steering group when coordinating with speakers the content of presentations / interventions in line with the rationale of the conference;
- Finalise all conference materials;
- Ensure that the final outcomes can be used as to be disseminated widely, providing technical and practical approach, to be user friendly and in line with the overall objective of the project;

The subcontracted expert will be responsible for proposing an agenda for each Steering Committee meetings and will draft the summary of conclusions. Both the agendas and the summary of conclusions will be validated by the ETUC secretariat.

4 EXPERTISE AND EXPERIENCE REQUIRED

Subcontractor

Sound experience is required in the following areas:

- Successful track record in delivering research-based projects over a long time frame (12+ months);
- Ability to formulate and carry out a tailored methodology involving a variety of actions (i.e. mapping of successful practices, European events);
- Coordinating, running and animating large-scale international events (of up to 100 participants), preferably on the issue of skills;
- Strong project management and planning skills;
- Reporting skills (in English);
- Ability to work within specified deadlines and to respect budgetary limits.

Sound expertise is also required on the following issues:

- Knowledge of social dialogue systems and labour market issues, especially as regards youth employment, in member states and at EU level;
- Knowledge of trade union activities related to the greening of the economy;
- Ability to inform and analyse the interaction between youth employment and environmental issues identified at the national and sectoral levels as well as the workplace.

5 TIME SCHEDULE AND REPORTING

The subcontractor will be asked to work from 12 January 2012 to 15 November 2013.

The subcontractor will be responsible for remitting the deliverables foreseen in the project methodology within the above time frame.

The subcontractor will be asked to work 50 (fifty) days.

6 PAYMENT

The total maximum budget available for expertise is as follows:

Contract with ETUC		
Daily rate	Days of work	€
€ 500	x 50 days	25,000
TOTAL € 25,000		

In accordance with the above table, the subcontractor will enter into a contract with ETUC for a total of € 25,000 (all taxes included).

The subcontractor will receive an advance, interim and final payment.

7 PRICE

Contract with ETUC: € 25,000.

TOTAL: **€ 25,000.**

8 SELECTION CRITERIA

The offers will be examined against the following criteria:

- Ability to formulate and carry out a tailored methodology involving a variety of actions (i.e. mapping of successful practices, European events);
- Experience in coordinating, running and animating large-scale international events, preferably on the issue of skills;
- Successful track record in delivering research-based projects over a long time frame (12+ months);
- Project management experience are essential requirement;
- Expert knowledge of skills, labour market issues, and social dialogue at national and EU level; Experience in working with social partners organisations at EU and national levels is an asset;
- Ability to identify and integrate analyses of the actual challenges in the social and economic field currently faced by social partners in Europe;
- Ability to conduct meetings and draft all documents in English;

- Proven track record of ensuring the quality of written materials prepared, both in terms of content and format (i.e. deliver publishable documents, presentation of cases, etc.);
- Presence in the bid of the methodology regarding the study, CVs of the responsible staff involved in these tasks;
- Good administrative skills;
- Respect of deadlines;
- Respect of the budgetary constraints.

9 AWARD CRITERIA

The contract will be awarded to the tender offering the best value for money, taking into account the specific object, 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 within 25 (twenty five) days of the date of publication of this call for tender on the partners, by 12 January 2013. Offers must be addressed to ETUC (see contact address below).

To ensure confidentiality, **bidders must:**

- **submit their offer in a sealed envelope;**
- **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 at least three representatives from different departments 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 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.

All candidates must either deliver their bid by hand or submit them by registered letter to:

ETUC

Judith Kirton-Darling

Confederal Secretary

Boulevard du Roi Albert II, 5

B – 1210 Brussels

BELGIUM

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