

Publication of the bid: 7 November 2014

Deadline to send bids: 8 December 2014

TENDER SPECIFICATIONS FOR SUBCONTRACTING EXTERNAL EXPERTISE

PROJECT: “TRAINING AND PROMOTION OF SOCIAL DIALOGUE MEASURES FOR PUBLIC SERVICES”

Tender specifications – project under budget line 04.03.03.01

The contract will be awarded to the tender offering best value for money, that is to say, to the tender offering the best price-quality ratio, care being taken to avoid any conflict of interest.

1. INTRODUCTION

Deadline to submit bids:

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Introduction

Social Dialogue is key for the future of Europe, for its social, economic and territorial cohesion.

Unfortunately, the economic, financial and social crisis has deeply impacted social dialogue throughout Europe. As mentioned in the report on Industrial Relations in 2012 by the European Commission: “The economic and financial crisis that has been affecting Europe for several years may very well cause a profound and long-lasting upheaval in Industrial Relations institutions and practices. (...) the 2012 edition concludes that the impact of the sovereign debt challenge and the budgetary consolidation policies being pursued in a wide range of countries are producing more fundamental changes to industrial relations in Europe.”

In CEEP, we have observed a weakening in the role of several social dialogues at national level and increased difficulties in implementing social dialogue agreements in Member States following the crisis. The project aims to provide support for this.

This project will support national organisations and specific sectors to be further involved within social dialogue. This will be done via specific training and actions to improve their ability to integrate into, and to influence, the European social dialogue. We need first to give explanations/inform the participants in these training and equip them with the necessary knowledge to get involved in social dialogue.

In line with the objectives of the call for proposals, this project will:

- Contribute to the employment and social dimensions of the Europe 2020 strategy
- Strengthen the capacity of social partners to contribute to European social dialogue with particular attention to new Member States and Candidate Countries
- Improve the coordination, functioning and effectiveness of European social dialogue
- Implement the European social partners' work programmes
- Monitor and follow up European social dialogue activities and outcomes

OBJECTIVES OF THE PROJECT

The objective of this project is to facilitate the intake of social dialogue activities in countries and in sectors with less experience in European social dialogue and, at a later stage, to support people in these countries in analyzing and implementing social partners' agreements.

More specifically, this project will tackle the following actions:

- Organise two tailor-made training sessions to build ownership and knowledge - to train people for negotiations in social dialogue;
- Organise a study on the implementation of social partners agreements and two meetings on the implementation of social partners agreements in the 12 countries that joined the EU since 2004. Every cross-industry social partners' agreement will be tackled but with a specific focus on the agreement on Inclusive Labour Market and the Framework of Actions on Youth Employment;
- Organise two thematic meetings during this project on the following sectors:
 - Social Care (hospitals, social services) except people with disabilities
 - Mutuels, insurances and other institutionalised funding systems

Duration of the project: 24 months

From September 2014 until September 2016

PARTNERS OF THE PROJECT

CEEP

CEEP is the lead partner in this project. CEEP represents employers and enterprises providing public services at European level. Ranging from public transport to education, public services employ more than 30% of the European workforce

ETUC

The European Trade Union Confederation was founded in 1973 to represent and promote workers' interests at European level. It is made up of 85 national trade union federations in 36 countries, plus 10 European Trade Union Federations. The European Union, The Council of Europe and the European Free Trade Association all recognise the ETUC as the only cross-sectoral trade union organisation representing workers at European level. This official status is enshrined in the Treaty of Maastricht.

CRA UZS - Center of Development activities of The Union of the Employers' Associations of the Czech Republic

The members of the CRA UZS are employers' organizations, employers' associations, professional associations and non-profit organization developing educational, humanitarian and other activities. Members have registered office in the Czech Republic. The members are mainly umbrella employer organizations from the public services area. They represent employers from the whole Czech Republic. CRA covers eight key sectors from public services – health, education, culture, social care, banking and insurance, NGOs, small building and small transport

WORK PACKAGES & METHODOLOGY OF THE PROJECT

This project will be structured around 6 work packages:

Project management meetings

- This consists of 5 Steering committees that will take place throughout the project. This work package will be the internal management structure and will be responsible to provide the direction of the project, provide the overview of the content and ensure the administrative, financial and narrative follow-up and reporting.
- The agenda and discussion notes for the team meetings, as well as any other content-related project output will be prepared by the lead applicant.
- The project progress, in terms of content, will be discussed and agreed at the team meetings, where each partner is represented by his project manager.
- Each project meeting consists of 2 half day events spread over 2 days and built up as follows:
 - Project team meeting
 - Networking event: presentation of the social dialogue in the host country; discussion between different social partners/stakeholders in social services in the host country; informal gathering of all participants to exchange contacts and good practices.

TAILORED-MADE TRAINING PROGRAMME TO BUILD OWNERSHIP AND KNOWLEDGE OF THE EUROPEAN SOCIAL DIALOGUE

In order to support social partners development at European level, and to support partners in their efforts to improve their ability to integrate into and to influence the European social dialogue, we need first to inform them and equip them with the necessary knowledge to get involved in social dialogue. Therefore, this part of the project addresses the specific issue of providing participants from EU 12 and candidate countries with key information to help them in the social dialogue.

It is important to note that Public Services' Employers are still not as well organised and structured as their Trade Unions counterparts. That is why the participation of employers' organisations to the training will particularly be encouraged and will have priority. The target group of participants will therefore be employers' organisations and key managers of enterprises that have an impact on social dialogue in their enterprises.

The programme is planned to enable up to 20 participants to take part in a 2-day visits to Brussels and one in Prague.

The objective is to provide training and coaching tailor-made for the specific needs of participants. It will be done by creating a travel fund to allow them to come to events specifically organised for them and, additionally, to attend EU social dialogue meetings or to be observers in specific events related to social dialogue and industrial relations, both at cross-sectoral and sectoral level.

These two events will follow two main approaches: the top-down approach to inform them about the social dialogue and the key issues relevant for European social dialogue, as well as a bottom-up approach to collect key information from them.

Only events with a specific leverage effect will be organised. The aim is to invite key participants from enterprises which have an important impact in their respective countries and that can successfully disseminate the information learned during the meetings.

As the mentoring programme for the cross-sectoral integrated programme does not touch on sectoral issues or issues broader than social dialogue, partners of this project decided to go with this complementary action.

The draft agendas of these meetings are in annex of this project. The two meetings will take place in Brussels to simplify the potential meetings of high-level officials from the European Commission and the remaining activities.

2 MEETINGS ON SOCIAL DIALOGUE WITHIN SOCIAL SERVICES ACTIVITIES IN PUBLIC SERVICES

There will be two thematic meetings during this project:

- Social care
- Mutuels , insurances and other institutionalised funding systems

Each of these two thematic one-day meetings will bring together operators and national representatives from both trade unions and employers' organisations to discuss the following key issues:

- What are the key concerns for their sectors at national level?
- What are the key objectives for their sectors at national level?
- What are the challenges at national and European level?
- How are they going to adapt to the identified challenges?
- What are the suggestions for activities at European level?

We expect around 20 participants in each of these two seminars (10 from each side). Most participants will be from the organisations representing these sectors at national level, as through this project CEEP and partners aim to collect the views and opinions of the representatives (and involve them better) at European level.

On the trade union side, the ETUC delegation will be made up in close cooperation with EPSU.

ANALYSIS ABOUT THE IMPLEMENTATION OF SOCIAL PARTNERS' AGREEMENTS IN THE 12 COUNTRIES THAT JOINED THE EU SINCE 2004 AND ORGANISATION OF TWO MEETINGS

This part of the project will be useful to organise two meetings on the implementation of social partners' agreements in the 12 countries that joined the EU since 2004. Every cross-industry social partners' agreement will be tackled but with a specific focus on the agreement on Inclusive Labour Market and the Framework of Actions on Youth Employment.

We have observed how the implementation of social partners' agreements can be difficult in some public services. This part of the project intends to provide support in the implementation of these agreements.

The first phase of this activity will consist on an analysis of the implementation of the social partners' agreement within public services. For reasons of practicality we will focus only on those 12 EU member states and in the sectors of public administration, healthcare, social services, public transport and railway as these sectors are the most important in terms of employment.

Framework of Actions on Youth Employment: One of the outcomes of the "Fostering youth Employment in Public Services" project is the relatively low employment of youth in public services. Public Services are indeed very specific on this issue as they tend to employ older workforce, many of these public services have frozen or have limited recruitment. Nevertheless, important room for manoeuvre exists to "tap" the youth employment potential for public services. Two elements of the Framework of Actions in particular will be tackled:

- The training;
- The workforce;

Each of these two thematic one-day meetings will bring together operators and national representatives from both trade unions and employers' organisations to discuss the following key issues:

- What are the key concerns for their sectors at national level?
- What are the key objectives for their sectors at national level?
- What are the challenges at national and European level?
- How are they going to adapt to the identified challenges?
- What are the suggestions for activities at European level?

The first meeting will be between employers' only, as CEEP considers important to collect their views on the difficulties to implement social partners' agreements before meeting T-U counterparts.

We expect around 20 participants in each of these two seminars (10 from each side). Most participants will be from the organisations representing these sectors at national level, as through this project CEEP and partners aim to collect the views and opinions of the representatives (and involve them better) at European level.

Work packages

WP1 - TAILORED-MADE TRAINING PROGRAMME TO BUILD OWNERSHIP AND KNOWLEDGE OF THE EUROPEAN SOCIAL DIALOGUE

Head of this WP: CEEP and UZS

Duration: 24 months

Key outcomes: 2 events that brings together 12 participants. Their travel (accommodation?) expenses will be reimbursed by the project.

Key topics for discussion:

In order to support social partners development at European level, and to support partners efforts to improve their ability to integrate into, and to influence, the European social dialogue, we first need to inform them and equip them with the necessary knowledge to get involved in social dialogue. Therefore, this part of the project addresses the specific issue of providing participants from EU 12 and candidate countries with key information to help them in the social dialogue.

The key issues will be:

- Information about current and future cross-industry social dialogue activities;
- Explanation about how to involve their members in social dialogue;
- Experience sharing from those who were previously involved in social dialogue;

WP2 – ORGANISATION OF TWO MEETINGS ON SOCIAL DIALOGUE WITHIN SOCIAL SERVICES ACTIVITIES IN PUBLIC SERVICES

Head of this WP: CEEP & ETUC (in cooperation with EPSU)

Duration: 24 months

Key outcomes: 2 events that bring together 15 - 20 participants each. Their travel (accommodation?) expenses will be reimbursed by the project.

There will be two thematic meetings during this project:

- Social care
- Mutuels , insurances and other institutionalised funding systems

Each of these two thematic one-day meetings will bring together operators and national representatives to discuss on the following key issues:

- What are the key concerns for their sectors at national level?
- What are the key objectives for their sectors at national level?
- What are the challenges at national and European level?
- How are they going to adapt to the identified challenges?
- What are the suggestions for activities at European level?

We expect around 20 participants in each of these two seminars (10 from each side). Most participants will be from the organisations representing these sectors at national level, as through this project CEEP and partners aim to collect the views and opinions of the representatives (and involve them better) at European level.

WP3 - MEETINGS ON THE IMPLEMENTATION OF SOCIAL PARTNERS' AGREEMENTS IN THE 12 COUNTRIES THAT JOINED THE EU SINCE 2004.

Head of this WP: CEEP and ETUC

Duration: 24 months

Key outcomes: 2 events that brings together 12 participants each. Their journey will be reimbursed by the project.

Key topics of discussion:

This part of the project will be useful to organise two meetings on the implementation of social partners' agreements in the 12 countries that joined the EU since 2004.

We have observed how the implementation of social partners' agreements can be difficult in some public services. This part of the project intends to provide support in the implementation of these agreements.

Framework of Actions on Youth Employment: One of the outcomes of the "Fostering youth Employment in Public Services" project is the relatively low employment of youth in public services. Public Services are indeed very specific on this issue as they tend to employ older workforce, many have frozen or have limited recruitment. Nevertheless, important room for manoeuvre exists to "tap" the youth employment potential for public services. Two elements of the Framework of Actions in particular will be tackled:

- The training;
- The workforce;

We expect around 20 participants in each of these two seminars (10 from each side). Most participants will be from the organisations representing these sectors at national level, as through this project CEEP and partners aim to collect the views and opinions of the representatives (and involve them better) at European level.

Prior to this WP, an analysis on the implementation of the social partners' agreements will be carried on. This work will consist mainly in putting together the existing information regarding the implementation of social partners' agreements.

TIMETABLE

Total duration: 20 months

- Project meeting 1: month 2
 - Project meeting :
 - meeting the project partners
 - agreeing on reporting & accounting procedures
 - discussing the different elements of the project (including dates for the next project meetings & round tables)
 - preparing project leaflet & logo for spreading among network, during round tables ; to contacts identified in the survey; etc.
- Project meeting 2: month 4
 - Project meeting:
 - Presentation and discussion of the findings of the survey
 - Elaboration of a harmonised way of organising the round tables
- Training course(s): month 6 to 12
- Publication of report with recommendations: month 17

5. PURPOSE OF THE TENDER

The purpose of the tender aims at finding a subcontractor who will animate the meetings and carry an analysis on the implementation of the social partners' agreements.

6. TASKS TO BE PERFORMED BY THE CONTRACTOR

- Identify, together with the partners, the key topics to be addressed
- To develop, together with the partners, a format to harmonise the seminars
- To gather information on the specific social dialogue structure and players for the public services in the 12 identified countries.
- To identify, together with the partnership, the key recommendations of the project
- To draft a 2-page executive summary for each seminar
- To present the publication at the dissemination event
- To animate the meetings

7. EXPERTISE REQUIRED

To be able to contribute effectively to the success of this project, the expert(s) selected must have significant knowledge in the management of an enterprise.

The consultant must be able to work effectively at European level as well as at national level. Language capacity and good understanding of various EU “cultures” is therefore required. The consultant must be able to demonstrate experience in conducting broad EU-wide studies.

Expertise must be evidenced through the proposal for carrying out the work, past experiences / references and CVs of proposed staff members.

9. PAYMENTS AND STANDARD CONTRACT

30% of the total sum can be invoiced at the beginning of the work, 30% in the middle of the project and the balance after receipt of the final instalment from the European Commission. A contract will be issued between the consultant and the contracting authority (CEEP).

CEEP reserves the right to reduce the final amount should the report and deliverables be poor in quality or written in poor English. In this case, the budget for external expertise will be reduced by the costs needed to revise the report.

10. PRICES

Prices must be quoted in Euro (using, where appropriate, the conversion rates published in the C Series of the Official Journal on the day when the invitation to tender was issued) and broken down to express:

- Professional fees, expressed as the number of person-days multiplied by the unit price per working day for each expert proposed. This unit price should cover fees and administrative expenditure.

In the budget of the project, an amount of Euro 38 000.00 is estimated for the external expertise.

Travels necessary for this project will be reimbursed following the rules of the European Commission. (economy class flights, most direct journey).

Please note that, if the final report is of low quality and / or the English language is poor, the budget for external expertise will be reduced by the cost needed to revise the report.

11. AWARD CRITERIA

The contract will be awarded to the tender whose offer represents the best value for money – taking into account the following criteria:

Expected knowledge:

- EU and its policies
- Social dialogue in its national & European structures

- Animate meetings
- Conducting interviews and meetings
- Process information and inputs in several languages
- Very good chairing capacity;

It should be noted that the contract will not be awarded to a tenderer who meets less than 70% of the award criteria.

12. CONTENT AND PRESENTATION OF THE BIDS

Tenders must include:

- All information and documents necessary to enable to appraise the bid on the basis of the selection and award criteria (see points 5 and 6 above);
- Detailed CV of all members of staff to be assigned to the project

13. PRESENTATION OF THE BIDS

Bids should be presented in two versions and must contain all the information requested in the point 12. Bids must be sent to meet the deadline in line with the specific requirements of the tendering process.

Bids should be sent to:

CEEP
CEEP Projects
Rue des Deux Eglises, 26 bte5
BE – 1000 Brussels
Belgium

And to:

David.anciaux@ceep.eu and to ceep@ceep.eu