

TENDER SPECIFICATIONS FOR SUBCONTRACTING EXTERNAL EXPERTISE

PROJECT: “Social services in European cross-industry social dialogue: towards a strong and deeper involvement”

1. BACKGROUND

The EU cross-sectoral social partner CEEP, together with its project partners UDES, ALAL, UNISOC and STRATOSZ have undertaken to conduct a project on the involvement of Social services in European cross-industry social dialogue.

This project will be supported by funding from the European Commission DG Employment. An official decision by the European Commission on the allocation of funds has been made in November 2017. CEEP will publish over the next months several reports and deliverables and is seeking for this purpose a communication agency able to ensure the appropriate design, editing, printing and or publication of deliverables. The project activities and subcontracted experts contract will therefore commence in January 2018.

As a consequence, in the framework of this call, CEEP and the project partners express their intention to select a subcontractor to carry out the 24-month activity entitled:

“Social services in European cross-industry social dialogue: towards a strong and deeper involvement”

2. PROJECT DESCRIPTION AND OBJECTIVES

Social service providers have a distinct social objective. They provide essential services for the well-being of citizens and contribute to the European social and territorial cohesion.

CEEP was lead applicant in two projects, aimed to analyse these sectors at European level:

- The 2010 “Mapping of public services” project;
- The 2014 “Social services in European cross-industry social dialogue” project.

Based on the conclusions of this last project, CEEP intends to pursue its efforts to better position social services employers’ organisations in the cross-industry social dialogue. For this purpose, countries which were not covered by the previous iteration of the project should now be involved and benefit from the research already accomplished and from the experience of project partners better acquainted to social dialogue in their national Member state. CEEP intends to work particularly on the identification and capacity building of Social Services employers representatives in several Member states not previously covered. This capacity building exercise would be enshrined in the 2015-2017 Work programme of the European Social partners’, Title 8 on “Committing

to promote capacity building and better implementation outcomes” which plays a central role for further supporting strong, independent and representative social partner’s organisations.

Beyond the EU Social Partners autonomous work programme 2015-2017, CEEP also intends to prolong the commitment taken in the tripartite statement signed on the 27 June 2016 (“A New Start for Social Dialogue – Statement of the Presidency of the Council of the European Union, the European Commission and the European Social partners”). A project aimed at ensuring a better representation of social services employers in the cross-industry social dialogue would also reinforce the shared commitment to improving the framework conditions, the effectiveness and the quality of social dialogue at all levels.

Furthermore, CEEP believes that this project would be in continuity with the recent proposals from the European Commission for a European Pillar of social rights. In the recent “*Commission Recommendation on the European Pillar of Social Rights*”, Social Services and the imperative of their development are clearly identified. The quality access to services like training, housing, long-term care, care for people with disabilities and childcare is referred in the list of the Commission’s recommendations together with the imperative to support new capacity building activities for social partners. CEEP intends with this project to work on both angles.

CEEP intends to pursue its objectives to better support national social services employer’s organisations and reinforce their connection to social dialogue at different levels.

This implies through national roundtables and discussions to exchange on the challenges they face nationally and locally in the daily delivery of their services as well as obtain a reinforced understanding of the barriers which may prevent them to have fruitful social dialogue relations with their Trade-Union counterparts. These challenges are heavily related to their national context and will require expert analysis to understand the different factors weighing on the operations of social services providers at national level.

In parallel, CEEP intends to foster a European network of social services employers’ which has been initiated by a previous version of this project. CEEP already includes in its membership social services employers’ organisations with a considerable expertise at national level in social dialogue and which are aiming to negotiate at the highest level of collective bargaining in their respective countries. This project intends to gather organisations more experienced in collective bargaining with less established employer’s representatives.

Finally, the project will aim at highlighting to employers’ organisations the interest to be involved in the European cross-sectoral social dialogue. The challenges they face at national level linked to recruitment, retention, management, training... could also be addressed at EU level through the negotiations of autonomous framework agreements or by their participation to consultations organised by the European Commission according to the European treaties. Furthermore, CEEP believes that the cross-sectoral social dialogue would greatly benefit from having the social services employers represented as they would bring new perspectives and imperatives to the employer’s delegations at EU level and complete the services of general interest employer’s delegation which CEEP brings to the table of negotiations.

As for the services concerned, CEEP undertook in the previous iteration of the project an extensive mapping exercise. While recognising the challenge to identify the sectors covered by the appellation social services, CEEP agreed to cover the following sectors:

NACE_2007_CODE	NACE_2007_DESCRIPTION
85,59	Other education n.e.c.
86,1	Hospital activities

86,9	Other human health activities
87,1	Residential nursing care activities
87,2	Residential care activities for mental retardation, mental health and substance abuse
87,3	Residential care activities for the elderly and disabled
87,9	Other residential care activities
88,1	Social work activities without accommodation for the elderly and disabled
88,91	Child day-care activities
88,99	Other social work activities without accommodation n.e.c.

Additionally, projects partners could explore during the activities of the project other sectors such as the sports, active leisure and the live performance sector.

The main social services branches covered in the framework of this project will be explored with a background study, and discussed during several trainings and activities.

Social Services have become an increasingly important and complex economic and social reality and now cover many different sectors. Social Services employers are uniquely identified with their objective to provide social services of general interest. As such they can better address their complex reality by negotiating at the highest level of collective bargaining at cross-industry level, not being resumed to one or several sectors.

The project builds on previous efforts undertaken by CEEP to foster a European network of social services employers. The intention will therefore be to address countries not covered in the previous study. Consequently, we intend to focus our work on the following 6 Countries that were not explored in the 2014 project: **Bulgaria, Hungary, Lithuania, Malta, Cyprus, Romania.**

Other countries already covered in previous CEEP researches may be called-upon during the national seminars and for further expertise, as one of the final objectives is to create lasting connections between national organisations facing similar challenges.

Timetable

Activities	2017-2018													2019										
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
WP1: Draft call for tender			X																					
WP1: Launch of Call for Tender (select external expertise to produce the deliverables)			X																					
WP1: Deadline of Call for tender				X																				

CONTENT		Number of copies required
Pens	Logos provided by CEEP	300
Description of the project	Content provided by CEEP, to be edited by the awarded agency; Length: 4 pages, A5	150
Folder	Content provided by CEEP, to be edited by the awarded agency	150
25-pages notepad (format: A4)	Design, artwork and print	500
Roll-up banners	Design, artwork and print	3
Templates for agenda, list of participants, badges, table names, reimbursement form, list of signatures	Content provided by CEEP, to be edited by the awarded agency. Files should be made available to CEEP to modify the content overtime	Printed in-house by CEEP
Expert Report 1 and 2	Content provided by CEEP, to be edited by the awarded agency. InDesign files should be made available to CEEP further update if necessary	Expert Report 1 and 2 only template design, circulated in PDF by CEEP, no printing
Short Political Report for dissemination	5 pages: content, design, artwork to be edited by the awarded agency	200

4. EXPERTISE REQUIRED

To be able to contribute effectively to the success of this project, the contractor selected must have:

- At least 3 years of experience in the field of communication
- Significant knowledge of carrying out similar tasks in relevant EU projects
- The copywriters should have experience in journalism, EU affairs is a plus

The contract will be awarded according to the various elements contained below:

- Understanding of the nature of the assignments
- Previous experiences (especially in EU affairs)
- Presentation of the tender

The final selection will be made in April 2018.

The contract will be awarded to the tender who offers the best ratio quality/price. The bid should not exceed € 12511,00.

The costs presented in the bid should be divided by each task.

5. TIME SCHEDULE AND REPORTING

The subcontractor will be asked to work from 02/04/2018 to 01/01/2019.

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

6. PAYMENTS AND STANDARD CONTRACT

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

Contract with CEEP Main activities

- Design, artwork, printing of Welcome kit
- Design, artwork, printing of Expert Report 1, 2 and Short Political Report for dissemination

Total budget for the Expertise € 12.511,00 (all taxes incl.)

The subcontractor will be remunerated in various instalments (advance, interim and final payment). 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).

7. SELECTION CRITERIA

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

- Verifiable expertise, experience and skills, as required and described above;
- Proven track record of ensuring the quality of written materials produced (i.e. previous publications);
- Price not exceeding the amount stated above.

8. CONTENT AND PRESENTATION 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;
 - A selection of the main works published by 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.

The maximum amount available for this contract is EUR 12,511 (all taxes included).

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

9. CONTENT AND SELECTION OF THE BIDS

Offers must be received within 17 days of the date of publication of this call for tender by CEEP, i.e. by 30 March 2018. Offers must be sent to CEEP in both formats: electronic (by e-mail to Carlotta.astori@ceep.eu and ceep@ceep.eu in cc) and as a paper copy (see contact details below).

To ensure confidentiality, **bidders must submit their offer in a sealed envelope**. If self-adhesive envelopes are used, they must be sealed with adhesive tape crossed by the signature of the sender.

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

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