



## **CALL FOR TENDERS**

This is a call for a subcontractor to carry out the ETUC project « **Towards a European quality framework for apprenticeship and work-based learning: best practices and trade unions contribution** ».

In order to ensure a large visibility of this tender, the ETUC will publish the tender specifications on its website on 17 January 2013, and keep it online for 21 days. The deadline for submitting proposals is fixed on 7 February 2013.

Important note: references to “expert” in the text are synonymous to “subcontractor”.

### **Description of tasks**

The subcontractor should provide the following services to the ETUC:

- Propose a methodology to carry out the national visits among ETUC member organizations to be discussed during the first steering committee meeting,
- Provide expertise on the issues dealt with (industrial relations systems in the target countries (EU 27 + candidate countries), VET, apprenticeships, employment policies),
- provide the necessary reporting of the activities and draft the meeting documents and conclusions,
- draft 10 national reports following the national visits (max. 5 pages);
- draft the synthesis research report, which highlights characteristics and issues shared by all the 10 countries and sectors;
- assist the project administrator in ETUC in organising meetings and the EU seminar.

For the **Final conference**, the tasks of the **subcontractor** are the following:

- Following the second steering committee meeting, to coordinate with ETUC on the organisation of the EU Conference and the preparation of documents (including drafting of agenda, background papers, presentation materials etc.);
- Coordinate with the steering committee the selection of guest speakers, as well as coordinating with speakers the content of their presentations and interventions in line with the rationale of the conference;
- Integration of the results of the discussions of the Conference in the synthesis report;
- Preparation of a draft synthesis report of max. 60 pages, which should make use of the findings of the national visits and of the discussions in the regional seminars and serve as a discussion paper for the EU Conference,
- Provision of expertise. Expertise is essential on the different national industrial relations systems, VET, apprenticeships, employment policies;

For the **synthesis research report**, the tasks of the **subcontractor** are the following:



- to draft the draft synthesis research report (up to 60 pages) and integrate the results of the national visits and results of discussions during the EU conference;
- to present, during the steering committee meeting to be held after the EU Conference, a consolidated draft of the report in line with the methodology defined;
- to finalise the report following the EU Conference.

### **Expertise and experience required**

Sound experience is required in the following areas:

- Formulating and carrying out a tailored methodology in order to run interactive EU seminars,
- Running and co-animating the EU conference the theme of apprenticeships,
- Successful track record of delivering in similar projects run over a 12+ month period.

Sound expertise is required on the following issues:

- Expert knowledge of industrial relations systems, VET, apprenticeships, employment policies in the target countries and the social dialogue at EU level,
- Ability to identify and integrate analyses of current labour market issues faced by employers' and trade unions' organisations in the target countries,
- Project management,
- Sound research and presentation skills,
- Report drafting skills (in English);
- Ability to work within specified deadlines and to respect budgetary limits.

### **Time schedule and reporting**

The subcontractor will be asked to carry out its work between 15 February 2013 and 15 December 2013. The subcontractor will be responsible for remitting the deliverables foreseen in the project methodology within the above-mentioned time frame.

The subcontractor will be asked to work 70 days, of which:

- 6 days are dedicated to attendance of the steering meetings;
- 35 days are considered necessary for the preparatory phase of the study (preparation of first steering committee meeting, preparation and taking part in ten national visits)
- 10 days are considered necessary for the preparation of the second steering committee meeting (results of the national visits, finalization of background documents after each visit, support in the preparation of the EU Conference);
- 12 days are considered necessary to draft the synthesis research report to be presented and discussed at the Conference.
- 7 days are considered necessary for finalising the synthesis report following the EU seminar.



## Payment

The total maximum budget available for expertise is as follows:

<b>Contract with ETUC</b>	
<b>Activities and Meetings</b>	
<ul style="list-style-type: none"><li>➤ Steering Committee Meeting # 1</li><li>➤ Preparation of national visits + Background documents</li><li>➤ Running the national visits (10 countries)</li><li>➤ Steering Committee Meeting # 2</li><li>➤ Final country reports (10)</li><li>➤ EU Final Conference</li><li>➤ Steering Committee Meeting # 3</li><li>➤ Final Study Research Report</li></ul>	
<b>Expertise</b>	<b>€</b>
Expert 500€ x 70 days	<b>35,000 €</b>

For more precise information on the approximate timing of the above events, please refer to the indicative calendar of activities at annex.

The subcontractor will also receive an advance, interim and final payment for the parts of the project managed by ETUC.

## Price

**TOTAL: € 35,000.**

In addition to the amount covering the expertise fees, a travel fund of 9 000 euros (10 trips x 900 euros) will also be available for the subcontractor to conduct the national visits.

## Selection criteria

The offers will be examined against the following criteria:

- Ability to propose a tailored methodology to have national visits as well as genuinely interactive EU Conference, preferably in line with the methodologies that were developed during the recent projects undertaken by ETUC of ETUFs,
- Evidence of extensive experience in running and animating interactive EU seminars on the theme of VET, apprenticeships, employment policies,



- Proven track record of ensuring the quality of written materials prepared, both in terms of content and format (i.e. deliver publishable documents),
- Expert knowledge of industrial relations systems in the target countries, VET, apprenticeships, employment policies,
- Ability to identify and integrate analyses of current labour market issues faced by employers' and trade unions' organisations in the target countries,
- Project management experience essential,
- Successful track record of similar project management experience is essential, involving +12-month duration,
- Ability to conduct meetings and draft all documents in English,
- Good administration skills,
- Respect of the budgetary constraints.
- Previous work with trade union organisations will be considered as an asset.

### **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.

### **Content and selection of the bids**

Offers must be sent to ETUC (see contact address below) within 21 days of the date of publication of this call for tender on the ETUC website, **by 07 February 2013**.

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 – 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 four representatives of the ETUC Secretariat. 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:

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