



CALL for TENDERS

This is a call for a subcontractor to carry out the ETUC project "**BARGAINING FOR EQUALITY: *How collective bargaining contributes to eliminating pay discrimination between women and men performing the same job or a job of equal value***".

In order to ensure a large visibility of this tender, the ETUC will publish the tender specifications on its website on 19 December 2012 and keep it online for 25 days.

Tasks to be performed by the subcontractor

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

Description of tasks

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

- Propose a methodology to carry out a fact-finding preparatory survey among ETUC member organizations to collect good practices of collective agreements at various levels (national, sectoral, company) addressing the issue of gender pay gap,
- Assist in the preparation of the regional seminars (4) and the Final Conference and facilitate discussions at those events in order to ensure a genuinely interactive nature of this exercise,
- Provide expertise on the issues dealt with (industrial relations systems in the target countries (EU 27 + candidate countries), collective bargaining, social dialogue, gender equality issues and in particular the gender pay gap dimension),
- Provide the necessary reporting of the activities and draft the meeting documents and conclusions,
- Draft the synthesis research report, highlighting characteristics and issues shared by all the target countries and sectors;
- Sit on the project Steering Committee, and work in close coordination with its members throughout the project;
- Assist the ETUC project administrator in organising project steering committee meetings, regional seminars and the EU Conference.

For the **preparatory survey**, the subcontractor will be required to:

- Prepare a preliminary draft to be discussed during the first Steering Committee meeting, finalise the draft following the meeting and present it for final approval by the Steering Committee;
- Work in close coordination with the Steering Committee members throughout;
- Analyse the survey responses and present the main conclusions in the four regional seminars, the final conference and in the synthesis report.

For the **Final conference and the regional seminars**, subcontractor will be required to:



- Draft of a background document for discussion at the regional seminars (max. 5 pages) that will be further developed after each seminar to include a summary of the seminar and initial conclusions;
- Present and discuss the results of the survey in the regional seminars (intermediate results) and in the final conference (final results);
- 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.);
- Coordinate with the Steering Committee the selection of guest speakers, as well as coordinating with speakers regarding the content of their presentations and interventions in line with the rationale of the conference;
- Prepare a draft synthesis report of max. 60 pages, which should make use of the findings of the survey and of the discussions in the regional seminars and serve as a discussion paper for the Final Conference,
- Provide expertise and advice to the 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 of the gender pay gap is essential;
- Integrate the results of the discussions in the synthesis report;

For the **synthesis research report**, subcontractor will be required to:

- Draft a synthesis research report (60 pages max) to be used as a discussion not at the Final Conference, integrating the results of the preparatory survey, the discussions during the regional seminars and present initial recommendations;
- Following the Conference, integrate a summary of the conference and the main conclusions;
- Present a consolidated draft of the report in line with the methodology defined, at the 3rd Steering Committee meeting,;
- Finalise the report following the Steering Committee meeting.

IV./ Expertise ,experience and skills required

Sound expertise is required on the following issues:

- Expert knowledge of industrial relations systems, gender equality particularly regarding the gender pay gap 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,

Sound experience is required in the following areas:

- Project management
- Formulating and carrying out a tailored methodology in order to run interactive EU seminars,
- Running and animating national seminars on the theme of collective bargaining, gender equality, gender pay gap,
- Successful track record of delivering in similar projects run over a 12+ month period.

Skills required:



- Proven research and presentation skills,
- Report drafting skills (in English);
- Ability to work within specified deadlines and to respect budgetary limits.
- Good administration skills

V./ Time schedule and reporting

The subcontractor will be asked to work from **17/01/2013** to **10/11/2013**. 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 40 days, of which:

- 14 days are dedicated to attendance of the steering meetings, regional seminars and the EU Conference + interviews of relevant stakeholders;
- 8 days are considered necessary for the preparatory phase of the study (preparation of first Steering Committee meeting, compilation of survey and analysis of responses)
- 6 days are considered necessary for the preparation of the second Steering Committee meeting (results of the regional seminars, finalization of background documents after each regional seminar, finalisation of the synthesis research report);
- 6 days are considered necessary to prepare materials for the regional seminars and the Final Conference and to draft the synthesis research report to be presented and discussed at the Conference.
- 6 days are considered necessary for finalising the synthesis report following the Conference.

VI./ Payment

The total maximum budget available for expertise is as follows:

| Contract with ETUC | |
|--|-----------------|
| Activities and Meetings | |
| <ul style="list-style-type: none"> ➤ Preparatory Survey ➤ Steering Committee Meeting # 1 ➤ Analysis of survey results + Background documents for EU regional seminars ➤ 4 EU Regional Seminars ➤ Steering Committee Meeting # 2 ➤ 1 EU Final Conference ➤ Steering Committee Meeting # 3 ➤ Final Study Research Report | |
| Expertise | € |
| Expert 550€ x 40 days | 22,000 € |



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.

VII./ Price

TOTAL: **€ 22,000.**

VIII./ Selection criteria

Subcontractor

The offers will be examined against the following criteria:

- Ability to propose a tailored methodology to prepare and conduct a survey as well as genuinely interactive EU regional seminars and EU 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 on the theme of collective bargaining/gender equality/gender pay gap,
- Proven track record of ensuring the quality of written materials prepared, both in terms of content and format (i.e. previous publications),
- Expert knowledge of industrial relations systems in the target countries/collective bargaining/gender equality/gender pay gap,
- 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 I,
- Successful track record of similar project management experience is essential, involving +12-month duration,
- Ability to conduct meetings and draft documents in English,
- Good administration skills,
- Respect of the budgetary constraints.

IX./ 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.

X./ Content and selection of the bids

Offers must be sent within 25 days of the date of publication of this call for tenders on the



ETUC website, **by 14 January 2013**. Offers must be sent to ETUC (see contact address below).

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:

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| <p>ETUC Claudia Menne Confederal Secretary 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.