



TENDER SPECIFICATIONS FOR SUBCONTRACTING

EXTERNAL EXPERTISE: 1 coordinating expert

Towards A New Start of Industrial Relations in Construction in Central and East European Countries TANSIRC

Tender Specifications

Background of the project

Over the last years the European Federation of Building and Woodworkers (EFBWW), the European Construction Industry Federation (FIEC) and the European Association of Paritarian Institutions (AEIP) implemented several projects targeting CEECs (paritarian funds, health and safety ...). Unfortunately, it seems that little progress has been made so far in terms of achievement, follow-up and implementation of such initiatives by the concerned national social partners. At the same time very little progress has been made to strengthen the capacity of both the trade union and employers' representatives in industrial relations.

This situation is a threat for the development of a long-term sustainable industrial policy system in the construction industry, which faces many challenges, such as the greening of the economy, building a fair level playing field, attracting new workers, ensuring high OSH standards, ... These transitions can only take place if a genuine system of industrial relations is effectively existing and fulfilling its role.

Over the last decade the system of industrial relations in the construction industry has significantly deteriorated in the Central and East European Countries (CEEC). The EFBWW, FIEC and AEIP have set up a project which does not aim to look at the past (focusing on causes, reasons ...), but on the future (challenges and opportunities) to build and strengthen a system of properly functioning industrial relations in the CEEC in the construction industry. In achieving this objective, a sense of realism is absolutely required.

With the new project, the partners (EFBWW, FIEC and AEIP) aim at creating a stronger added value for the concerned organisations in CEECs and to strengthen the capacity of the trade unions and the employer's federations to enter in "negotiation" within a system of industrial relations.

By joining our efforts and setting common priorities the EFBWW, FIEC and AEIP can also make a much better use of each other's expertise and know-how.

The initial action will focus on as many as possible of the following countries : **Estonia, Latvia, Lithuania, Poland, Czech Republic, Slovakia, Hungary, Romania, Bulgaria, Slovenia, Croatia, Albania, Montenegro, Serbia, the former Yugoslav Republic of Macedonia and Turkey.**

The social partners of the construction industry of these countries are the target groups. The projects is addressed to all persons directly or indirectly involved in industrial relations and their implementation.

General objective of the project

The overall objectives and activities of the project, will be divided in two parts:

A. The first part (2018), develop a detailed practical sectoral industrial relations mapping exercise of the construction industry in the CEECs. This study will complement the existing EUROFOUND representativeness study and other existing studies with concrete data, information, experiences, challenges, difficulties, opportunities, threats regarding the system of industrial relations in each target country.

The aim of this first part of the project is to conduct an overall "mapping" to gather a complete practical up-to-date picture of the current situation of the national systems of industrial relations in the target group countries. National trade unions, employers' organisations and relevant stakeholders will be consulted. The aim of this "mapping" part is not to conduct a scientific study (research), but to listen and assess data and information in order to develop a SWOT (Strengths-Weaknesses-Opportunities-Threats) assessment for each target country. This "mapping" exercise will be practical and will focus on achievable and realistic targets. As such the focus will be on the "strengths" and "opportunities".

The information and data of this "mapping exercise" will be collected by means of personal interviews of the national partners involved (mainly social partners) at various levels.

During the first part of the proposed project, two one-day conferences will be organised in CEECs. The aim of both conferences is to present and discuss the outcome of the study with the representatives of the concerned social partners.

The choice for organising two conferences, instead of one, is related to the number of target countries. There are simply too many target countries to organise one event, which would not allow proper discussions.

These conferences aim at initiating an open debate with the concerned social partners based on the findings of the research. Representatives of national trade unions, employers and relevant stakeholders will be asked to critically analyse the external and internal challenges and opportunities they face and to identify some areas of priorities.

The mapping exercise will also focus on the thematic issues identified for the second phase of the project.

Based on these priorities, the project will develop a concrete tailor made action program aiming at assisting the national employers' federations and trade unions of the target countries to build, foster, strengthen and promote industrial relations in their respective countries.

The positive and result-oriented approach will imply that the discussions are focused on existing "best practices".

Each Conference will last one-day and will allow 50 representatives of the CEECs to participate. At each seminar an active interpretation will be provided in five languages. The choice of the languages will depend on the identified target countries.

B. The second part (2019) of the project application, aims at launching **four open thematic debates** with the social partners of the construction industry of the target countries and relevant stakeholders on the priorities identified during the first phase.

EFBWW, FIEC and AEIP have, in their respective internal discussions already identified the following possible issues to be addressed :

- Strengthening innovative recruiting in the construction industry, with a particular focus on young workers and young entrepreneurs;
- Strengthening Health and Safety through industrial relations;
- Strengthening and/or building paritarian social funds and schemes;
- Strengthening the fight against Undeclared Work in the construction industry and ensuring a fair level playing field for all¹;

The participation will depend on the specific common interest, priorities and needs of the national social partners of the construction industry of the CEECs as identified in the first part of the project, namely the "mapping exercise".

¹ In connection with the work of the European Platform on Undeclared Work

The structure, agenda, speakers and methodology will be discussed in close cooperation with the concerned social partners.

Each seminar will last 1 days and will allow 42 national representatives of the CEECs to participate. At each seminar an active interpretation will be provided in five languages. The choice of the languages will depend upon the identified target countries.

At the end of the second project year, it is envisaged to organise a **one-day evaluation seminar** in Brussels. This final seminar will be linked to a meeting of the European Sectoral Social Dialogue Committee of the Construction Industry. The seminar will also discuss how to Strengthen the capacity of the national social partners to be more involved within the respective European Federations and the European Sectoral Social Dialogue Committee of the construction industry

This seminar will be organised for 30 participants (plus 12 steering group members), aiming the spokespersons of the national social partners of the construction industry of the CEEC's. The seminar will be a one-day event. At this seminar an active interpretation will be provided in five languages. The choice of the languages will depend upon the identified target countries (language capacities of the participants).

Subject matter of the contract between the EFBWW and the coordinating expert

The subject matter of the contract between the EFBWW and the coordinating expert will be to:

- 1) act as a project coordinator in the project;
- 2) ensure direct contact with the project manager and the steering group members;
- 3) participate in the Steering Group meetings and all project related events;
- 4) liaise and cooperate with the various other experts included in the project;
- 5) Steer and guide a network of national experts in the Central and East European countries;
- 6) coordinating the collection of national data and information (mapping), streamlining (adapting), writing and final editing of the publication – for this the steering group will identify the national experts
- 7) develop a concrete tailor made action program aiming at assisting the national employers' federations and trade unions of the target countries to build, foster, strengthen and promote industrial relations in their respective countries
- 8) Assist in the preparation of all the seminars and conferences of the project and attend all seminar and conferences.
- 9) Liaise with and support national social partners for the implementation of the action;
- 10) In dialogue with the Project Manager and/or the Steering group perform other project related tasks needed for the success of the project. .

Guidance regarding performance of the tasks and regarding the methodology

Performance of the tasks will have to be carried out within the contract period specified in the contract European Commission-EFBWW and with due regard to the order indicated in the description of the above-mentioned tasks and the schedule of the project activities enclosed.

Methods of work

The general supervision and evaluation of the project will be carried out by the steering group, co-ordinated by the project manager. The steering group will be composed of representatives from the EFBWW, FIEC and AEIP.

The Steering Group will have the responsibility to :

- supervise the overall implementation of the project
- supervise the quality of the work
- coordinate and evaluate the project phases
- validate the project outcomes
- support the dissemination of the project outcomes

The steering group will meet 6 times throughout the project. Additional meetings could be foreseen.

Time schedule and reporting

The schedule of activities is laid down in the annex of this tender, which could be modified by the steering group.

The expert shall finalize the project within a maximum period in line with Commission instructions.

Contract

The Contract between EFBWW and the coordinating expert will be based on a standard contract taking into consideration the financial regulations of the European Commission and obliging the consultant to respect the obligations laid down in the contract European Commission-EFBWW.

The successful consultant will submit to the EFBWW a draft contract EFBWW-Coordinating expert which includes “back to back” obligations from the contract European Commission-EFBWW also in the relationships consultant-subcontractors.

Travel and accommodation expenses

The EFBWW will cover the travel and accommodation expenses of the coordinating expert. These should be excluded from the tender

The EFBWW will only reimburse the travel and accommodation expenses, according the regular EU guidelines (cheapest ticket available) and which have received a prior approval of the EFBWW project manager.

Regular traveling of the coordinating expert within the EU and EU candidate countries will be required.

Payment

Payment shall be made on the basis of invoices, once the tasks have been performed and the results of the work have been accepted by the steering group.

Selection criteria

The consultant will be selected on the basis of the following criteria

(as mentioned in the public procurement directive 2004/18, Articles 45, 47 and 48):

- a) personal situation of the tenderer
- b) economic and financial standing
- c) technical and/or professional ability

Tenders failing to satisfy all the criteria will be excluded from the further procedure.

Award criteria

The contract will be awarded to the bidder whose bid represents the economically most advantageous tender taking into account the following criteria:

1. General expertise on membership organising and industrial relations matters (30%)
2. Knowledge and expertise on membership organising and industrial relations in Central and East European countries (20%)
3. Project management and organizational capabilities (20%)
4. previous working experiences with stakeholders/partners (15%)
5. language and communication skills (15%)

Content of the tenders

Interested parties are invited to present their:

- a) comments and solutions on the proposed structure of the project;
- b) comments and solutions on the methodology and actions of the project at national and European level;
- c) a detailed offer/prices for the coordinating expertise

Please pay attention that the selection of the national experts will be discussed at the first steering group meeting.

The content of the tender presented by the consultant must correspond to the specifications indicated in the previous points

Evaluation procedure

The economically most advantageous tender will be identified by the evaluation of each award criterion on a scale between 0 and 10. These results will be counted using the relative ponderation indicated in % behind the award criteria.

Submission of tenders

The tender must be sent or delivered in duplicate, under a sealed cover. The envelope should be marked "*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 and the sender must sign across the tape.

Interested parties should send their bid :

- a) either by registered mail posted no later than **22 February 2018** (date as postmark), to the following address :

EFBWW
Sam Hägglund/Werner Buelen
Rue Royale 45, *boîte 1*
1000 Bruxelles
Belgium

b) or delivered by hand, i.e. by delivery in person or by an authorised representative (including private courier services) not later than 2 p.m. on 22 February 2018 to the same address.

Late delivery will lead to the exclusion of the tender from the award procedure for this contract.

For tenders submitted by private courier services and hand delivered requests, the EFBWW secretariat will sign a receipt stamped on the date of reception, which will serve as proof of delivery.

Copy:

Indicative project timetable.

Annex: Indicative timing of the project

Month 12/2017

Composition steering group

Internal communication project partners

Month 1/2018

First steering group meeting (Budapest):

- Overall discussion amongst steering group members (expectations, what can we contribute, division of tasks)
- Criteria selection external experts, ponderation, evaluation grid, dissemination tenders
- First discussion mapping exercise (topics, methodology, ...)
- Discussion timing project
- First discussion dissemination plan
- Preparation next steering group
- Setting days (all steering group meetings)

Month 2/2018

External tendering phase (one month)

Interview all candidates (Brussels)

Selection external expert by the representatives of the project partners (EFBWW, FIEC and AEIP)

Month 3/2018

Second steering group meeting (Bratislava):

- Discussion mapping exercise:
 - Methodology,
 - Structure report,
 - Contacts,
 - Questions,
 - Best practices
 - National recommendations

Months 4-9/2018

Mapping exercise

Monthly skype meetings with the representatives of the project partners (EFBWW, FIEC and AEIP)

Draft report

Month 10/2018

Third steering group meeting (Riga)

- Discussion draft report
- Preparation discussion and evaluation conferences

Month 12/2018

Discussion and evaluation conference in Cracow for the following countries : Estonia, Latvia, Lithuania, Poland, Czech Republic, Slovakia and Hungary (Baltic and Visegrad):

INDICATIVE AGENDA

Presentations

- Industrial relations (Dublin Foundation)
- Industrial relations at EU level /construction (EFBWW and FIEC)
- Added value of industrial relations and positive achievements (AEIP)

Presentation and discussion

- Project
- Mapping exercise (external coordinator)

National discussions in small groups (beak-up), moderated by the national experts:

- Commenting national report
- Discussing and agreeing on joint actions, themes
- Setting priorities

Common meeting

- Reporting national reports
- Joint conclusions and recommendations for
 - Project partners
 - the national social partners
 - thematic seminars

Discussion and evaluation conference in Zagreb for the following countries: Romania, Bulgaria, Slovenia, Croatia, Albania, Montenegro, Serbia, the former Yugoslav Republic of Macedonia and Turkey (mainly Balkan).

INDICATIVE AGENDA

Presentations

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- Reporting national reports
- Joint conclusions and recommendations for
 - Project partners

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- thematic seminars

Month 1/2019

Fourth steering group meeting (Prague)

- Evaluation of the discussion and evaluation Conferences
- Discussion and agreement on thematic strategic approach and priorities
- Preparation thematic seminars

Month 3-6/2019

Four thematic seminars (1 days)

- Strengthening innovative recruiting in the construction industry, with a particular focus on young workers and young entrepreneurs;
- Strengthening Health and Safety through industrial relations;
- Strengthening and/or building paritarian social funds and schemes;
- Strengthening the fight against Undeclared Work in the construction industry and ensuring a fair level playing field for all²;

Month 9/2019

Finalisation draft final report

Month 10/2019

Fifth steering group meeting (Belgrade)

- Evaluation of the discussion and evaluation thematic seminars
- Discussion and agreement on overall strategic approach and priorities
- Discussion of overall and thematic recommendations, conclusions

Month 12/2019

Evaluation seminar (Brussels)

- Presentation national social partners of implementation and application proposed actions (joint presentations)
 - General
 - Thematic
- Presentation, discussion and approval of overall and thematic recommendations, conclusions
- Way forward
- The link of national industrial relations and European Sectoral Social Dialogue - Strengthening the capacity of the national social partners to be more involved within the respective European Federations and the European Sectoral Social Dialogue Committee of the construction industry

Followed by meeting of the EESD of the construction industry (next day)

² In connection with the work of the European Platform on Undeclared Work

Month 12/2019

Sixth steering group meeting (Brussels)

- Final approval mapping report
- Final approval overall and thematic recommendations, conclusions
- Discussion remaining challenges and opportunities
- Way forward (in concrete terms)