



Galerie Agora,
Rue du Marché aux Herbes 105, Bte 11
B-1000 Brussels
Telephone +32 2 285 46 60
Fax +32 2 280 08 17
Email: etf@etf-europe.org
www.etf-europe.org

European Transport Workers' Federation
Fédération Européenne des Travailleurs des Transports
Europäische Transportarbeiter-Föderation
Federación Europea de los Trabajadores del Transporte

Brussels, 21 September 2018

**TENDER SPECIFICATION FOR SUBCONTRACTING
PROMOTION OF THE TOOLBOX FOR SUCCESSFUL SOCIAL DIALOGUE
IN AIR TRAFFIC MANAGEMENT (VS/2017/0364)**

EXTERNAL VIDEO FREELANCER

1) Background

As part of a project co-financed by DG EMPL, the European Social Partners in Air Traffic Management – ATCEUC, CANSO and ETF have developed the Toolbox for Successful Social Dialogue in Air Traffic Management¹. It is based on a questionnaire circulated among the member organisations aiming at the identification of best practices in terms of:

- information, consultation & negotiation
- respect of agreements and the breakdown of social dialogue in cases of disagreement between the social partners.

These are recognized as being key in the spirit of transparency and openness.

The aim of the toolbox is to provide the social partners with a number of tools, which they could use and may help them improve social dialogue in their national specific environment and reduce risks of conflicts. It represents best practices and therefore is recommended that consideration be given to using these processes. Furthermore, these best practices may be adapted to suit local arrangements and regulatory requirements. As the name suggests, they should be seen as an aid to improve social dialogue. However, it is clear that the existing national and European legislation together with the collective agreements prevail. The document was formally adopted at the Social Dialogue ATM Working Group meeting on 5 November 2015 and officially presented to the public in the final Conference of the Social Dialogue project (Project number VS/2015/0041 "Assistance for the ATM Social Dialogue Working Group" that took place in Bratislava in September 2016).

The toolbox has been broadly disseminated among the member organisations of the three European ATM Social Partners and is available on their websites. Nevertheless, all three organisations agree on the need to reinforce the implementation of the document at grassroots level to ensure a genuine buy-in of the workers' representatives and the management which is a precondition for the success of the Toolbox. To this end, the three organisations applied for a grant under the Call for Proposals VP/2017/001.

¹ <http://www.etf-europe.org/files/extranet/-75/45567/Brochure%20ETF%20Toolbox%20March%202016.pdf>



President Frank Moreels

General Secretary Eduardo Chagas

Vice Presidents Alexander Kirchner
Ekaterina Yordanova



2) Purpose of the contract

We are looking for an external freelancer who will realise a YouTube video on the Toolbox for Successful Social dialogue in Air Traffic Management.

3) Tasks to be performed by the contractor

a. Description of the tasks

The external freelancer has to be a communication professional that is able to deliver the following:

- presenting the plan for the YouTube video to the SC members in January 2019
- participating and making interviews in 3 training sessions (Faro, Prague and Belgium) on the Toolbox for successful social dialogue in ATM (with the 3 social partners' representatives) – dates to be fixed between February and May 2019
- making a professional attractive YouTube video showing the added value of the Toolbox
- Presenting the draft YouTube video to the Steering Committee in June 2019
- The final YouTube video must be finished by 1st September 2019 in english

b. Guidance and indications on tasks execution

Concrete guidance will be given by the steering committee of the project during implementation.

4) Reasons for contracting out implementation work

With the aim of arriving to a professional outcome, this task requires a specific expertise in the field of communication. Other factors to be considered are the constraints of the three social partners in terms of human resources to support the work.

5) Expertise required and profile

The tenderer shall prove his/her expertise with examples of his/her work. The contract will only be awarded to tenderers that can prove that they fulfil the following criteria:

- expertise in communication
- experience in attractive YouTube videos
- experience/knowledge in industrial relations
- diplomacy in individual relations
- speak in a clear and concise English

6) Time schedule and reporting

The freelancer will be asked to work 15 days from 1st January 2019 to 15 September 2019. Travel costs for journeys will be reimbursed in accordance with EU rules. In addition, the contractor will receive reimbursement of hotel and subsistence costs.

The preliminary breakdown of working days is as follows:

- 2 days preparation of the steering committee meetings



President Frank Moreels

General Secretary Eduardo Chagas

Vice Presidents Alexander Kirchner
Ekaterina Yordanova



- 2 x 1 day participation in the steering committee
- 3 x 2 days participation in the 3 workshops (incl. travels and accommodation)
- 3 days preparing the draft YouTube video
- 2 days finalising the YouTube video

The freelancer will report to François Ballestero in his capacity as project manager.

7) Payments

The consultant will receive an advance and final payment following the EU rules.

8) Selection criteria

The offers will be examined by the Steering committee against the following criteria:

- expertise in communication
- experience in attractive YouTube videos
- experience/knowledge in industrial relations
- speak in a clear and concise English

10) Award criteria

The contract will be awarded to the tender offering the best value for money, taking into account the selection criteria developed under 8. The respect of the principles of transparency and equal treatment with a view to avoiding any conflict of interest will be undertaken. It should be noted that the contract will not be awarded to a tenderer who receives less than 70% on the Award Criteria.

11) Content and presentation of the bids

Content of the bids

The bids must cover all the elements stated above and in particular prove suitability of the tenderer and his expertise.

Presentation of the bids

The bids, including a CV, must be sent **by e-mail to:** Francois Ballestero E-mail: f.ballestero@etf-europe.org **by 15 November 2018.**



President Frank Moreels

General Secretary Eduardo Chagas

Vice Presidents Alexander Kirchner
Ekaterina Yordanova

