

Mapping of Maritime Professionals *Towards a full-scale European data collection system*

Draft tender Specifications

1. Background

The maritime transport sector is of high strategic importance to the European economy and the safeguarding of the European maritime cluster depends on the knowledge and know-how of workers with seafaring experience. However, there is insufficient access to reliable and standardised data on the number of persons available for employment in the EU maritime labour market – in seafaring and shore-side maritime professional employment. The availability of such data is however essential to social partners addressing problems and challenges related to employment and social policies in the industry.

Considering the importance of maritime transport for the European economy, but not knowing how many Europeans are working in the industry, and what their characteristics are, makes the development of policies to address job creation in the sector extremely difficult and weak. So, there is an urgent need for a harmonised European data collection system on this issue.

The European social partners for maritime transport (ETF and ECSA) are therefore proposing an EU-wide project to examine how more and better standardised data on the industry's workforce on a European level might be obtained.

2. Purpose of the Contract

The main aim of the study is to form a set of detailed **proposals** on the development of a full-scale European level data collection system on European maritime professionals.

Such a system would provide information and trends which could be useful in:

- assessing the **sustainability of the EU maritime workforce** including the cluster;
- assessing **education and training** of seafarers – data on those entering and leaving training programmes, level of education;
- **sustainability of the seafaring profession** (is the profession capable of fulfilling the aspirations of young generations and women?);
- **movement from sea to shore-based jobs**: trends about retention rates and employment on shore and the length of time seafarers continue to work at sea. Do they then move to shore-based jobs within same companies or other parts of the maritime cluster ashore or to other sectors? Why? The extent to which former seafarers find employment within the maritime cluster ashore?
- **the demand ashore for qualified and experienced former seafarers** – assessing the value of seafaring qualifications and maritime know-how to employers in the maritime cluster.

In order to avoid a fragmented and incompatible picture, such information needs to be collected in a consistent way following a clearly defined **methodology**. As was recommended by the Task Force¹ in 2011, the availability of comparable data should be improved in order to better sustain future policy developments.

3. Tasks to be performed by the Contractor

3.1 Description of tasks

Phase 1: Preparation

- **Research phase**: the contractor will perform a **desk research** on existing data and collection systems in MS, EU and international level, and on the potential gaps identified that prevent the data from being extrapolated in a coherent way on a European level;
- **Intermediate Report**: the contractor will provide ETF and ECSA with a first analysis of the research conducted and any gaps identified.

Phase 2: Execution

- **Country Visits**: further to the desk research and consultations with the project partners, the contractor will conduct country visits in order to get a better understanding and ensure an accurate mapping exercise of the data collection systems in MS. These visits could also be used to consult the authorities and stakeholders on possible suggestions of how to create a more comparable system.
- **Report**: the contractor will provide ETF and ECSA with a written report of the research and consultations conducted:
 - Mapping the data collection systems in MS – the basis of collection and indicators used;
 - Identifying any possible statistical gaps;
 - Recommending:
 - i. Ways to deal with gaps identified
 - ii. Ways to obtain comparable statistics by drawing up a set of indicators and data required and proposing a suitable methodology (after due consultations with social partners, METs, national authorities and EU bodies);

Phase 3: Dissemination and follow-up: the project partners ETF and ECSA will be responsible for disseminating the research results. The contractor will participate in an exchange seminar gathering influential stakeholders as a final event.

3.2 Guidance and indications on tasks execution and methodology

The mapping of how Member States collect data (on what basis, and the indicators they have chosen) should provide information on the following key areas of interest:

- the number of seafarers who are nationals of EEA Member States, or available without legal restrictions² to the European Union/EEA (depending on what data is available from official sources in each Member State) by numbers of officers, ratings and cadets/trainees

¹ Task Force on maritime employment and competitiveness set up by DG MOVE in 2011

² This refers to seafarers effectively available to the EU/EEA maritime labour market without restrictions – therefore those available to work based on their nationality, ordinary residence ('place where a person established permanent centre of

- the number of former seafarers working as shore-side maritime professionals;
- the age profile of the seagoing workforce;
- the gender dimension;
- other potential gaps and tracking of trends that may help getting a better understanding of the maritime labour workforce employed by European shipping companies

The final recommendations should be based not only on the outcome of desk research but also on consultations made with different stakeholders in order to ensure they are sound and attainable. The reports should document such work. Recommendations should also consider the advisability of directing them to the EU bodies e.g. Eurostat, the European Centre for the Development of Vocational Training (Cedefop) and the European maritime safety Agency (EMSA). Therefore, they should be workable and respond to the remit and methods of these bodies.

The selection criteria for the country visits to Member States will be as follows:

- Geographical balance
- Presence of maritime industry/cluster
- Presence of ETF and ECSA affiliates

The contractor will organise at least 3 country visits. The final selection of the countries to be visited will be made together with the contractor. However, for the purpose of the project planning and the budget projection it will be assumed that following countries will be visited:

- The Netherlands
- Germany
- Spain

4. Expertise required

The contractor should demonstrate

- considerable experience with data collection and statistics
- knowledge about socio-economical sciences
- networking capacities and understanding of the maritime transport industry in Europe

5. Time schedule and reporting

The time schedule for deliverables and reports will be established jointly by the contractor and the project partners according to the project's timeline and will be indicated in the contract signed by the two parties.

The contractor will be required to work for a total of 134 days

- Desk research and intermediate report: 44 days
- Preparation of field research: 11 days
- Country visits: 18 days

interests') and not requiring to obtain a work permit.

- Mapping exercise and identification of statistical gaps: 33 days
- Final report: 22 days
- Project Steering Group meetings: 4 days
- Exchange seminar: 2 days

The contractor will report continuously on the progress of the research to the project management and will participate in the four Project Steering Group meetings at the different milestone moments of the project:

- PSG meeting 1: to present the intermediate report and prepare phase 2
- PSG meeting 2: to present tentative results from the field research and to discuss possible statistical gaps
- PSG meeting 3: to present the final report
- PSG meeting 4: to evaluate the exchange seminar and the project as a whole

6. Payments and standard contract

The contractor will receive an advance and a final payment according to the time and modalities that will be indicated in the contract between the parties. The project promoter will draft a contract which will be submitted to the contractor.

7. Joint tenders

A joint tender is a situation where a tender is submitted by a group of economic operators (natural or legal persons). Joint tenders may include sub-contractors in addition to the members of the group. In case of joint tender, all members of the group assume joint and several liabilities towards ETF and ECSA for the performance of the contract as a whole, i.e. both financial and operational liability. Nevertheless, tenderers must designate one of the economic operators as a single point of contact (the leader) for ETF and ECSA for administrative and financial aspects as well as operational management of the contract.

After the award, ETF and ECSA will sign the contract either with all members of the group, or with the leader on behalf of all members of the group, authorised by the other members via powers of attorney.

8. Price

The maximum budget available is EUR 100,500 VAT included (without travel, accommodation and subsistence expenses related to the attendance of meetings, which will be reimbursed upon the presentation of receipt if previously authorised by the project promoters).

9. Selection criteria related to the financial and technical capacity of the bidders

Applicants able to prove all the required expertise indicated above may be awarded the contract.

10. Award criteria related to the quality of the bids received

The contract will be awarded to the tenderer whose offer represents the best value for money – considering the evidence provided to prove their expertise in the fields indicated under point 4. The respect of the principles of transparency and equal treatment with a view to avoid 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.

The Award Criteria are the following:

- Understanding of the aims of the project (15 points) – see point 2
- Quality of the proposed methodology/workplan (15 points) – see points 3.1 and 3.2
- Expertise and experience (60 points) – see point 4:
 - a. considerable experience with data collection and statistics (30 points)
 - b. knowledge about socio-economical sciences (15 points)
 - c. networking capacities and understanding of the maritime transport industry in Europe (15 points)
- Price (10 points) – see point 8

In the case of joint tender (consortium) and/or identified subcontracting, the technical and professional capacity shall be assessed in relation to the combined capacity of all the parties involved in the tender.

11. Content and presentation of the bids

10.1 Content of the bids

The bids must indicate how candidates meet the criteria listed above, present a draft working plan, a schedule for the tasks to be performed and indicate the total price of the consultancy.

In case of bids submitted by individual candidates, a CV should be attached. This should include a list of publications and works done by the applicant in the fields relevant for the tasks to be performed. References should also be provided.

In case of bids submitted by organisations, a list of the organisation's activities in fields relevant for the tasks to be performed should be attached as well as the CVs of the people who will be involved in the project. Organisations should also indicate a contact person who will be responsible for the supervision of the tasks and who will report to the project promoters.

Only bids in English will be considered.

10.2 Presentation of the bids

Bids must be submitted by email to: Philippe Alfonso (p.alfonso@etf-europe.org copy l.ockerman@etf-europe.org) and Claudia Vella Casagrande (VellaCasagrande@ecsa.eu copy fanny.lossy@ecsa.eu) for ECSA by 15 March 2019 (close of business).