

Contributing to an Attractive, Smart
and Sustainable Working Environment
in the Shipping Sector (WESS)



Co-funded by
the European Union

Call for proposals VP/2019/001
Budget heading 04 03 01 08 – Industrial relations and social dialogue
Project Application VP/2019/001/0030

Contributing to an Attractive, Smart and Sustainable Working Environment in the Shipping Sector

Implementing part of the SSDC work programme



Call for Tender

(updated version – 27 May 2020)

Dear Sir/ Madam,

If you wish to participate in this invitation to tender, you are asked to submit your bid by **Sunday 7 June 2020 (12.00 midnight Brussels time)**. You may do this electronically by:

e-mail to Claudia Vella Casagrande (vellacasagrande@ecsa.eu) copying Penny Serveta (penny.serveta@ecsa.eu) for ECSA and Lotte Ockerman (l.ockerman@etf-europe.org) copying Estelle Brentnall (e.brentnall@etf-europe.org) for ETF.

Due to the current COVID-19 pandemic restrictions, it is not necessary anymore to submit your bids by post.

Bids must be (electronically) signed (handwritten scanned signature or e-signature) by the tenderer or his duly authorized representative and clearly legible to eliminate any possible doubt as to wording or figures. Tenderers will be informed of the outcome of their bid. The contracting body will be European Community Shipowners' Associations (ECSA) vzw/asbl.

Bidders are urged to take note of the clarifications provided in the Q&A provided in Section 14 (new).



Tender specifications for subcontracting external expertise

1. Title of the contract

Scientific expertise on: Enhanced Participation of Women in EU Shipping

2. Background

With this tender, ECSA and ETF aim to contribute to an attractive, smart and sustainable working environment in the shipping sector through the implementation of several activities. These are centred around two Pillars:

- **Pillar 1:** Supporting the work of the joint ECSA-ETF working group on Health and Safety on board: this will involve (a) the development of guidelines on the provision and appropriate use of internet access on board, (b) a research report on the impact of increased use of digitalisation on-board ships, and (c) the translation of international guidelines to shipping companies on eliminating workplace harassment and bullying;
- **Pillar 2:** Enhanced participation of women in European shipping - implementing the ECSA/ETF declaration of intention: this will consist in the implementation of the priority actions identified in the joint declaration of intention from 2018.

3. Purpose of the Contract

The purpose of the contract is to outsource the **implementation of the Pillar 2** regarding the enhanced participation of women in EU shipping. Therefore, these tasks will be outsourced to a (group of external) consultant(s) to be selected following a transparent selection procedure, carried out according to the rules set out in the European Commission's call for proposals¹.

4. Tasks to be performed by the Contractor

4.1 Description of tasks

As explained in Chapter 3, the tender concerns only Pillar 2. The tasks are described in more detail below.

¹ Call for Proposals VP/2019/001, Support for Social Dialogue, available at:
<https://ec.europa.eu/social/main.jsp?catId=629&langId=en&callId=548&furtherCalls=yes>



PILLAR 2

An expert or group of experts are sought to support the implementation of the priority topics for joint action identified in the social partners' declaration of intention on enhanced participation of women in European shipping² and work on the:

- a) ***Preparation of an awareness raising campaign of the attractive career opportunities in shipping both at sea and ashore***, where many openings exist for persons with seagoing qualifications and experience (e.g. through female role models). This includes working to increase knowledge of and dispel outdated and inaccurate perceptions of the industry;
- b) ***Research of measures to enhance recruitment and retention of women in the industry***, such as ensuring the provision of female-friendly facilities on board ships, promoting shipboard cultures that promote the dignity of all crew members, communicating about long-term career opportunities at sea and ashore – including research on identification of good practices; and
- c) ***Gender policies in the workplace***, including policies on work-life balance, as well as *measures to prevent and eradicate bullying and harassment* based on the joint industry guidelines and training materials – including research on identification of good practices.

The actions will be done with a holistic action plan in mind. The research tasks in points (b) and (c) will feed into the awareness raising material through the showcasing of good practice examples and testimonials from women seafarers.

The research work will feed into the simultaneous work on the awareness raising campaign but will also result in a report which will showcase best practices and should also include recommendations and guidance to assist both shipping companies and seafarers' organisations in promoting change and a corporate culture and behaviour that is conducive to recruitment and retention of women. This could include matters that need to be taken into account of at the recruitment stage to make careers at sea and subsequently in the wider maritime sector appealing to women. Given the different tasks required to implement this pillar, the call for tenders will allow for the possibility of either a joint tender/group of experts or subcontracting by the consultant tendering for this pillar. The external consultant(s) is/are expected to work for 200 days at a rate of EUR 750 per day, for a total of EUR 150.000,00 excluding VAT.

Phase 1: Execution

- **Research and development of awareness raising material**
 - a) The contractor will perform research work to identify good practice measures to enhance the recruitment and retention of women in the industry. This will be done through desk research and by conducting interviews with selected stakeholders to

²See <https://www.ecsa.eu/news/joint-etf-ecsa-declaration-intention-address-enhanced-participation-women-european-shipping>; and <https://www.ecsa.eu/news/european-maritime-employers-mark-womens-day-2019-renewing-their-commitment-working-women>



identify possible measures and best practices (within shipping industry and possibly also from other sectors) in relation to the measures identified in the Declaration of intention³. The contractor will, on the basis of a questionnaire prepared together with the Project Steering Group (PSG)), seek input (through written replies or carrying out interviews) from shipowner associations, companies, union representatives, authorities, maritime educational institutions. The list of relevant stakeholders, drawn up in consultation with the Project managers, will take into consideration the need for a broad geographical coverage and diversity in the segments/roles.

b) The contractor will develop appropriate materials for the awareness raising campaign (e.g. messaging, videos, graphics, Instagram etc..). This will also consider material from the research exercise. The research will feed into the awareness raising material through the showcasing of good practice measures and testimonials.

- Drafting of interim and final reports

Based on the above, the contractor will prepare an interim and a final report which will also include proposed recommendations and guidance, based on good practices and on measures to recruit and retain women in the industry, including gender policies in the workplace. This will assist both shipping companies and seafarers' organisations in promoting change and a corporate culture and behaviour that is conducive to recruitment and retention of women.

- Feedback and Validation

The contractor will keep the Project's steering group informed of all developments, for comments, monitoring, steer and approval. This includes presenting the interim and draft final reports and material created in relation to the campaign.

Phase 2: Dissemination and follow-up:

The final report and other materials created will be presented to ECSA and ETF. It will be published online, in USB-sticks and hard copies printed for promotion during the final conference of the project and at subsequent events. The contractor will participate at the final conference to present its report and other materials.

4.2 Guidance and indications on tasks execution and methodology

The final recommendations should be based on the outcome of desk research but also on interviews/consultations made with different stakeholders in order to ensure they are sound and attainable. The report should document such work.

³ Idem.



5. Expertise required

The contractor should demonstrate:

- knowledge, experience and networking capacities within the maritime transport industry in Europe
- knowledge about socio-economic sciences and gender issues
- knowledge and experience with awareness raising campaigns and events

6. 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 200 days, in particular in the following tasks:

- Research – desk research and interviews with selected stakeholders;
- Preparation of awareness raising campaign/communication materials (e.g. messaging, graphics, videos, Instagram campaign, plan showcasing in events like European Shipping week and other national shipping weeks in EU, career fairs, etc.);
- Preparation of Interim report and final report;
- Project Steering Group meetings (5) and final conference

The contractor will report continuously on the progress of the research to the project management and will participate in 5 Project Steering Group meetings at the different milestone moments of the project:

- PSG meeting 1: kick off meeting: to discuss the terms of reference of the work to be undertaken in pillar 2
- PSG meeting 2: to present their work plan and prepare phase 2
- PSG meeting 3: to present the interim report (i.e. possible measures and best practices from the desk research)
- PSG meeting 4: to develop the awareness raising campaign and communication materials
- PSG meeting 5: to present results from interviews with selected stakeholders and to evaluate the project as a whole
- PSG meeting 6 and final conference: to present the final report

7. 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.



8. 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.

9. Price

The maximum budget available is EUR 150.000,00 VAT excluded. The consultant will issue the invoice for the services without VAT and the ECSA will be liable to pay 21% VAT in Belgium - due to the application of the VAT 'reverse charge' mechanism. The consultant will add a separate heading to the invoice for any travel, accommodation or daily costs that were paid to render the services.

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

Applications received must demonstrate all the required expertise indicated above and prove that bidders possess all required technical and financial capacity. Applications should ideally include a draft action plan based on this call including an indicative time schedule for deliverables and reports (see section 6) , as well as a task division in the case of joint tenderers or subcontractors.

11. 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 (20 points) – see points 4.2 and 6
- Expertise and experience (45 points) – see point 5:



- knowledge, experience and networking capacities within the maritime transport industry in Europe (15 points)
- knowledge about socio-economical sciences and gender issues (15 points)
- knowledge and experience with campaign measures and events (15 points)
- Price (20 points) – see point 9

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.

12. 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. Bids need to be accompanied by CVs of candidates and those entrusted to perform tasks.

In case of bids submitted by individual candidates, a CV should be attached. This should include a list of the most important 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. The structure of the team should be provided and include the names of the team leader and the positions of other persons.

Only bids in English will be considered.

13. Presentation of the bids

The bids have to be submitted in electronic version (e-mail). They must include the (electronic) signature of the legal representative and the CV of the expert(s) implementing the action. Please send your offer via e-mail to Claudia Vella Casagrande (vellacasagrande@ecsa.eu) copying Penny Serveta (penny.serveta@ecsa.eu) for ECSA and Lotte Ockerman (l.ockerman@etf-europe.org) copying Estelle Brentnall (e.brentnall@etf-europe.org) for ETF.

Deadline for the offer: Sunday 7 June 2020 (12.00 midnight Brussels time).



14. FAQs

Please find below some frequently asked questions ECSA and ETF received:

Q1: Is the paper mailing of the file still relevant given the context of the health crisis ?

A: As it is mentioned in this updated call of 27 May 2020, under the current situation and especially due to the COVID-19 restrictions, the submission of a hard copy of your bid application is no longer necessary. It is, therefore, sufficient if you send your bid electronically via e-mail, to the indicated e-mail addresses (see section 13).

Q2: What is a schedule of the project? Is the 200 days the collected time of work you want done (day by day or maybe in a year)?

A: WESS is a 2 year joint ECSA-ETF project co-funded by the EU, which commenced in March 2020. The 200 days are not intended to be interpreted strictly. It reflects the number of working days we estimated when we budgeted this deliverable in the project application. Thus, you may organise your work and working days according to what is needed. However please keep in mind the total budget is fixed and will not be raised if more days are reported. Applications will be considered based on the best quality offer for the best price.

Q3: What is the estimated timeline of the project?

A: This call is part of the 2 year WESS project that commenced in March 2020. This deliverable (pillar 1) is due to be finalised and presented at the final conference planned for month 24.

Q4: How many interviews do you expect us to conduct, in how many countries?

A: There is no restriction on the number of interviews - no minimum or maximum imposed. Of course the assessment of the quality of a bid will depend, amongst others, on demonstrating ability to prepare quality interviews, including a method for conducting them in a scientific manner, and adequate coverage both in terms of geographical coverage, well as in terms of all the different functions, profiles and backgrounds.

Q5: Do you expect us to provide graphic design for the raising awareness campaign, printed materials, paid promotion etc. within the budget (150.00,00 €), or should it cover only expert fees?

A: Our goal is to have a full campaign. The budget should cover the actual materials and the experts' fees. However there is additional budget to cover: (a) the travel costs and (b) the printing costs of the report on the measures to enhance the recruitment and retention of women (estimated approx. 1200 €). We, therefore, will assess offers based on the quality and the best value for money in producing the deliverables within this budgets.



Q6: Are there any quantitative results we need to achieve (number of materials, pages etc.)?

A: No, we have not set any specific quantitative results. We have only indicatively budget 1200 € for the printing of the report estimating that it would be around 40 pages long and printed by 300 copies – yet this is not binding).

Q7: What is it meant in section 3 by “the transparent selection procedure, carried out according to the rules set out in the European Commission’s call for proposals?”

A: We are referring to Article II.10 of the grant agreement⁴, as well as to section 11(a): ‘Financial Provisions’ of the Call for Proposals⁵.

Q8: When do you expect to announce the selected bid?

A: We expect to announce the selected bid at the end of June, beginning of July.

Q9: Is a national administration body eligible to tender under an EU project tender, like this?

A: Yes, a national administration body can participate in a call for tenders regarding an EU co-funded project. The European Commission does not impose any specific requirement on the type of entity that can participate as a subcontractor. In particular, Article II.10.1 of the General Conditions⁶ clarifies that “beneficiaries may award the contract in accordance with their usual purchasing practices provided that the contracts is awarded to the tender offering best value for money or, as appropriate, to the tender offering the lowest price. In doing so, they must avoid any conflict of interests”. The opposite, would restrict competition.

⁴ See Annex II - General Conditions of the Grant Agreement, available here: <https://ec.europa.eu/social/BlobServlet?docId=20879&langId=en>

⁵ See Call for Proposals, available here: <https://ec.europa.eu/social/BlobServlet?docId=20875&langId=en>

⁶ See Annex II - General Conditions of the Grant Agreement, available here: <https://ec.europa.eu/social/BlobServlet?docId=20879&langId=en>