



Brussels, 11 August 2022

CALL FOR EXTERNAL EXPERTISE

Transport EWCs on the path to optimal performance
Project no. 101052491

1. Background

The aim of the project 'Transport EWCs on the path to optimal performance' is to empower workers' representatives and EWCs to face the multiple challenges ahead, such as Brexit, restructuring, COVID-19 or automation & digitalisation). It aims at:

- developing practical tools (upgraded toolkit, restructuring guidelines, EWC core info, dedicated corner on the ETF website,
- assessing affiliates' expectations and defining policy new policy recommendations
- establishing governance tools (coordinators, training, recommendations to closer involve the CEE representatives)
- establishing corporate networks
- exploring options for structural legal support

2. Purpose of the Contract

The external expert is needed due to the specific expertise in the area of European works councils.

3. Tasks to be performed by the expert

3.1 Description of tasks

The expert has to perform the following tasks that are sub-divided according to the work packages foreseen by the project:

WP1: Project management and coordination

- participation in 4 meetings of the Project Steering Group

WP2: Assess, revise/update ETF procedures & guidelines

- assessment of the current procedures and guidelines on EWCs
- redrafting of the existing policy guidelines (defining coordination principles, roles of all involves, criteria for identification of priority initiatives, procedures for nomination of experts and coordinators, specific measures in case of transnational restructuring, strategies to foster CEE participation, mediation guidelines in case of conflicting interests)
- participation in two workshops and a final conference

WP3: Provide support and skills

- preparation and animation of two training sessions





- development of 4 training tutorials for the ETF website

WP4: Set up of company networks

- preparation and participation in 2 x 4 corporate network meetings

WP5: Legal support

- development of legal assistance options

WP6: Tools

- *revision and update of the toolkit (developed in the previous EU-funded project)*
- *update of restructuring guidelines*
- *update of transport EWCs core info*

3.2 Guidance and indications on tasks execution and methodology

The external expert will be working under the guidance of and in close cooperation with the Project Steering Group and in particular the Head of Operations, Equalities and Central and Eastern Europe.

4. Expertise required

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:

- fluent in English (both oral and written)
- sound expertise in EWCs
- knowledge of EU legislation
- experience in practical support of EWCs
- knowledge of the transport sector is an asset
- respect of budgetary constraints

The expert can be an individual, an organization or a consortium made up of several entities.

5. Time schedule and reporting

The project starts on 1 September 2022 and will run for 24 months until 30 August 2024. The expert is expected to work for 120 days. The approximate time investment per work package is as follows:

WP1	8
WP2	47
WP3	20
WP4	8
WP5	12
WP6	25
Total	120





6. Payments and standard contract

The expert will receive an advance and final payment following the EU rules and upon receipt of a correct invoice. Payments will be made in three phases:

- 30 per cent upon signing of the contract;
- 35 per cent after the delivery of the draft recommendations and guidelines;
- 35 per cent after the completion of the work.

A standard contract template can be received upon request.

The maximum budget available (covering all taxes including VAT¹) is **90,000 EUR**. This amount does not include travels, hotel and subsistence costs that will be covered by the ETF separately.

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

A proof of sound finances can be requested by the bidder.

9. 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 - taking into account the following criteria:

Criterion	Description	Value
Price	Best value for money	30 per cent
Quality and expertise	sound expertise in EWCs knowledge of EU legislation experience in practical support of EWCs knowledge of the transport sector	40 per cent
Approach, clarity	Structured and open approach	20 per cent
Ability to write and speak in clear and concise English		10 per cent
TOTAL		100 per cent

It should be noted that the contract will not be awarded to a tenderer who receives less than 70% on the Award Criteria.

¹ services delivered from outside of Belgium are subject to Belgian 21 per cent VAT which must be considered as included in the total price





10. Content and presentation of the bids

a) Content of the offers

The offer must indicate how candidates meet the criteria listed above, as well as indicate the total price of the consultancy.

Individual candidates

In case of offers submitted by individual candidates, a CV should be attached.

Organisations

In case of offers 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.

References should also be provided.

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 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 for administrative and financial aspects as well as operational management of the contract.

After the award, ETF 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.

b) presentation of the offers

The offers, including a CV, must be sent by e-mail to: Josef Maurer, Head of Operations, Central and Eastern Europe and Equalities at j.maurer@etf-europe.org.

c) deadline

The deadline for offers is on **Friday 30 September 2022**.

