

CALL FOR EXTERNAL EXPERTISE

No Going Back: Protecting rights and promoting social dialogue in aviation through times of crisis
(NGB)
(Project no. 101048649)

1. Background

The aim of the project 'No Going Back: Protecting rights and promoting social dialogue in aviation through times of crisis' is to learn from the experiences of the COVID-19 pandemic and help prepare trade unions for future crises through a combination of written guidance material and practical training through implementation workshops. A particular focus will be on change management and the expected changes through the green and digital transition and the recovery from the COVID-19 pandemic in the aviation sector.

2. Purpose of the Contract

The project has two phases, the first phase will be completed by the end of 2023 and will provide the guidance material for the second (training) phase. The second phase will begin in 2023 and will focus on providing training of the guidance material and other change management skills. This **call is specifically for a trainer(s) with expertise in the industrial relations and crisis management who will be responsible for organising and running the training sessions.** Previous aviation experience would be an advantage but is not a requirement.

3. Tasks to be performed by the expert

3.1. Description of Task

The expert will be required to lead on all tasks in Phase 2 of the Project: 'Implementation and Training'. These will include:

- Developing training plans for sub-regional workshops
- Developing training plans for local workshops
- Developing a user guide for aviation unions and their members
- Run sub-regional and local workshops
- Support ETF members as required on crisis management and responding to crisis for the duration of the contract
- Plan and organise workshop including room bookings and logistical support to attendees
- Manage handover from phase 1 consultant
- Regularly report progress to the Project Steering Group and at other events as required



3.2. Guidance and indications on task 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 Aviation of the ETF.

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 they fulfil the following criteria:

- Fluent in English (both oral and written)
- Sound knowledge of industrial relations and crisis management
- Knowledge of EU legislation
- Practical expertise in trade union activity, including negotiations
- Practical experience in providing training on social matters
- Knowledge of the aviation sector is an asset
- A deep understanding of the principles and values of trade unionism
- Respect for budgetary constraints

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

5. Time schedule and reporting

The contract will begin on 1st December 2023 and end on the 13th December 2024. The expert is expected to work for 50 days during this period. The following reporting deadlines will apply:

Project Steering Committee	Wednesday 13 th March 2024
Sub-Regional Workshop	Thursday 25 th April 2024
Sub-Regional Workshop	Thursday 19 th September 2024
Sub-Regional Workshop	Wednesday 2 nd October 2024
Sub-Regional Workshop	Wednesday 20 th November 2024
Project Closing Steering Committee	Wednesday 4 th December 2024

The contractor will be required to meet with the Secretariat of the ETF one week before these events and will be asked to present their work at that point in advance of the deadline. Additional deadlines may be added during the project by the Project Steering Committee in discussion with the tenderer.



6. Payment and standard contract

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

- 30% upon signing the contract
- 35% after the delivery of the draft guidance material paper
- 35% after the completion of the contract

A standard contract template can be received upon request.

The maximum budget available (covering all taxes including VAT¹) is **30,200 EUR**. This amount does not include travel, hotel and subsistence costs that will be covered by the ETF separately.

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

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

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

The contract will be awarded to the tendered whose offer represents the best value for money – taking into account the following criteria:

Criterion	Description	Value
Price	Best value for money	20%
Quality and expertise	Proven expertise in: <ul style="list-style-type: none"> - Fluency in English (both oral and written) - Knowledge of industrial relations and crisis management - Knowledge of EU legislation - Practical expertise in trade union activity, including negotiations - Practical experience in providing training on social matters - Knowledge of the aviation sector is an asset - A deep understanding of the 	40%

¹ Services delivered from outside of Belgium are subject to Belgian 21% VAT which must be considered as part of the total price



	principles and values of trade unionism - Respect for budgetary constraints	
Approach, clarity	Structured and open approach	30 per cent
Language	Ability to write and speak in clear and concise English	10 per cent
TOTAL		100 per cent

9. Content and presentation of the bids

9.1. 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 the case of offers submitted by organisations, a list of the organisation's activities in fields relevant for the task 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) to 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.

9.2. Presentation of the offers

The offers, including a CV, must be sent to Eoin Coates, Head of Aviation at e.coates@etf-europe.org.

9.3. Deadline

The deadline for offers is on **Friday 13th October 2023**.