

Subcontracting for external expertise

Tender Specifications for Research on new forms of service delivery for municipalities, the contribution of social dialogue and good practice for well-being at work

Tender specification to provide background briefing documents and expertise on issues related to the European Semester and particularly the theme of new forms of service delivery for municipalities, the contribution of social dialogue and good practice for well-being at work

Date of publication on the CEMR website:

13/03/2015

Tender Specification

In order to ensure a large visibility to this tender, EPSU will publish it in its web site. EPSU will keep this tender on line for 30 days.

1. Background

The primary aims of the project are to:

- Identify the important challenges and links between providing new forms of services at local level and the effects on the workforce and the well-being at the workplace;
- Research and assess the extent to which local and regional authorities are prone to global challenges as e.g. the economic crisis, climate change, migration and addressing these challenges through social dialogue at EU level; identify the gaps and gather best practice examples and case-studies;
- Provide for improving data collection to have better evidence and developing monitoring tools between the new forms of service delivery and the impact on health and safety instruments;
- Explore new/innovative solutions that could be delivered through social dialogue actions at EU level and practically used nationally and locally;
- Produce recommendations to European and national governments on how local and regional governments prepare for these changes in order to meet future needs and demands for efficient and high-quality public services and sustainable workplaces for Europe's ageing working population;
- Assist with the implementation and guide the future work of the Social Dialogue Committee by implementing its Work Programme and providing evidence and recommendations which can be taken up in more detail in future Committee Working Groups.

2. Purpose of the Contract

The work is part of a project seeking support from the European Commission under budget line 04.03.01.08 introduced by EPSU (European Federation of Public Service Unions) and its partner CEMR (Council of European Municipalities and Regions).

3. Tasks to be performed by the Contractor

3.1 Description of tasks

The contractor would be present and active in each of the proposed seminars throughout the duration of the project, and prepare a background document for each seminar, which includes well-documented research and good examples. The background document should:

- ✓ Outline each workshop theme by providing a good background to the theme in relation to local and regional government administration and services;
- ✓ Assess policies and actions that promote various ways of addressing changes in providing services, with specific regards for Social Dialogue actions;
- ✓ Gather evidence regarding the various challenges being faced under each theme by local and regional government;
- ✓ Highlight initiatives which are being already implemented, specifically through Social Dialogue, in addressing these challenges and show the benefits of these approaches;
- ✓ Analyse problems / gaps which the Social Dialogue has not yet addressed under these themes, but could provide good actions for follow-up of this project within the Social Dialogue Committee.

The contractor would then maintain discussions with the steering group for the project after each workshop, and further develop the papers according to discussions held during the workshops (where the contractor will be present and provide a background and explanation to their research paper).

The research gathered by the contractor will be used to formulate, in collaboration with the project steering committee, concrete recommendations and a final report, which will then be implementable by the Social Dialogue Committee. The skills and expertise of the contractor will provide the project with a high-level of consistent research, which will enable members to implement actions through social dialogue, and to provide a more sustainable, high quality workplace; one which has constructively anticipated the upcoming changes foreseen for this sector.

3.2 Guidance and indications on tasks execution and methodology

The work will include mostly desk-based research, while the writing up of case studies will be largely based on workshop discussions. Flexibility is required, as the contractor will be expected to be present during all workshops throughout this project.

A steering group made up of the CEMR and EPSU secretariats and elected chairs of this Social Dialogue Committee of the local and regional government administration will oversee the project and assist the contractor.

4. Expertise required

The contractor would be expected to demonstrate:

- ❑ Experience of working with employers organisations, trade unions and social partners;
- ❑ Capacity to work in a multilingual setting and to collect information for the case studies in particular in different languages;
- ❑ Demonstrate a high-level of research skills, preferably with a focus on the local and regional government sector.

5. Time schedule and reporting

Provisional month	Content	Persons in charge
End of March 2015	- Selection of the external experts	- Project partners
31 March 2015	- 1 st Meeting of Steering Group: Discussion on project outcomes	- Project partners
21 September 2015	- 1 st Seminar Luxemburg	- External experts with project partners
10 November 2015	- 2 nd Seminar Prague	- External experts with project partners
January 2016	- 2 nd Meeting of the Steering Group, follow-up of the project	- External experts with project partners
13 April 2016	- 3 rd Seminar Brussels	- External experts with project partners
8 June 2016	- 4 th Seminar Zagreb	- External experts with project partners
July 2016	- 3 rd Meeting of the Steering Group - Production of small film	- External experts with project partners - Communication specialists of project partners
September 2016	- Preparation of the final conference	- Project partners
14 November 2016	- Final Conference Barcelona	- Project partners

6. Payments and standard contract

The contract will be drawn up between EPSU and the contractor. The payment will be in several phases (initial payment of 20% upon signing of the contract; 40% on presentation of the draft report; and 40% on completion and presentation of the final report). The travel and accommodation expenses for the contractor to attend the project conference or meet with the EPSU secretariat will be covered by the overall travel and accommodation budget of the project.

7. Price

The estimated price will be € 22.500.

8. Selection criteria

The researcher(s) will be selected on the basis of the clear evidence they provide of how they meet the criteria listed under expertise (above).

9. Award criteria

The contract will be awarded to the tenderer whose offer represents the best value for money, taking into account the six selection criteria. It should be noted that the contract will **not** be awarded to a tenderer who receives less than 70% on the Award Criteria.

10. Content and presentation of the bids

10.1 Content of the bids

The tenderer will ensure that their bid clearly identifies how they meet the selection criteria, ideally by indicating their knowledge and expertise under each of the relevant headings. It would also be useful to see examples of previous work that demonstrates their ability to write and present to a primarily trade union audience.

10.2 Presentation of the bids

The deadline for bids will be 30 days after the announcement appears on the EPSU website.