



Call for tenders for subcontracting external expertise
EU Social Partners' Project on "Implementation of European social partners framework agreement on digitalisation and support for Social Dialogue – Support to facilitate coordination with EU sectoral employer social partners"

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1. BACKGROUND AND OBJECTIVES

BusinessEurope has been awarded a grant under the EU social dialogue budget line to support coordination with EU level sectoral employer social partners. BusinessEurope has decided to subcontract external expertise for this action. This is part of a broader grant awarded by the European Commission, which also covers joint actions with the other cross-sectoral EU social partners (ETUC, SGI Europe and SMEunited) as part of their Integrated Projects. However, this specific action is a separate EU cross-industry employers' activity for which BusinessEurope has sole responsibility for the management of the subcontracted expert.

The objective is to facilitate coordination with EU level sectoral employer social partners on matters related to social dialogue, collective bargaining trends and social partner capacity building. Another objective is to facilitate coordination of sectoral participation in Commission dedicated hearings and other events, bearing in mind that BusinessEurope is often tasked with such coordination.

SGI Europe and SMEunited will be closely involved in this action. A certain number of days of subcontracted expertise will be dedicated to support their respective sectoral coordination with a view to contributing to the success of this action.

The project activities commenced on 1 August 2022 and will end on 31 July 2024, lasting for 24 months.

The tender specifications included in this document detail the objectives, tasks, price, and selection criteria and procedures regarding the subcontractor.

2. TASKS TO BE PERFORMED BY THE SUBCONTRACTOR

The contractor will be asked to:

- Support EU cross-industry employers in analytical work related to sectoral social dialogue.
- Provide analysis on EU sectoral employers' social dialogue activities at EU level and on national sectoral collective bargaining trends, based on input from the European Employers Network (EEN) (BusinessEurope), from the SGI Network (SGI Europe) and SMEunited based on its sectoral coordination.
- Keep regular contacts with EU sectoral employer social partners, who are members of the EEN, and also with the SGI Europe and SMEunited as regards their own sectoral coordination.
- Support in coordination of sectoral employers' participation in Commission's dedicated social partner hearings and other events, including assessing for which sectors it is most relevant, useful and necessary to be involved in each specific hearing/event, in a balanced and fair way.
- Support the sharing of best practice with EU employer sectoral social partners.
- Facilitate better sharing of best practices and information exchanges on sectoral social partner capacity building needs.

3. SPECIFIC DELIVERABLES TO BE PROVIDED BY THE SUBCONTRACTOR

The contractor will be asked to provide:



- Yearly report on EU sectoral employers' social dialogue activities at EU level, including capacity-building activities, based on input from European sectoral employers.
- Yearly report on national sectoral collective bargaining trends, based on input from European sectoral employers.

4. EXPERTISE AND EXPERIENCE REQUIRED FOR THE SUBCONTRACTOR

Sound experience is required in the following areas:

- In-depth knowledge and experience of European sectoral employers' realities including their capacity building needs;
- Experience in working with social partners at European, sectoral and national levels and good understanding of social dialogue dynamics at EU, sectoral and national levels;
- Successful track record in delivering research-based or communication-oriented European level projects;
- Demonstrated experience and expertise in developing comparative analyses on social dialogue, collective bargaining;

Following skills are also required:

- Result-orientation: Eagerness and capacity to show responsibility for delivering the agreed tasks, including the ability to work within specified deadlines and to respect budgetary limits.
- Analytical skills: Proven ability to carry out research and comparative analyses on social dialogue and collective bargaining and understanding links between European and national levels;
- Problem solving skills: Ability to understand and advise on how to address political sensitivities relating to sectoral coordination at EU level;
- Communication skills: Ability to manage communications between EU sectoral and cross-sectoral social partner organisations;
- Linguistic skills: High proficiency in English: ability to draft documents and make presentations in English. Knowledge of other languages is a plus;

5. TIME SCHEDULE AND REPORTING

The subcontractor will be asked to work from 01/03/2023 to 31/07/2024, with an understanding that the tasks will be performed over 200 days, to be spread evenly over the whole period. These 200 days will be shared between BusinessEurope, SGI Europe and SMEunited as follows: 150/25/25. The precise modalities will be decided with the selected subcontractor.

The subcontractor will be responsible for remitting the deliverables foreseen within the above time frame.

The subcontractor will provide sufficient and timely information and updates on his/her actions to BusinessEurope Director for Social Affairs, as well as to other relevant staff in BusinessEurope social affairs department.



The subcontractor will provide sufficient and timely information and updates to BusinessEurope Project Manager and Project Officer to support their work in meeting the obligations of the grant agreement, including on reporting.

6. PAYMENT

The total maximum budget available for expertise is € 59,800.

The subcontractor will enter into a contract with BusinessEurope for a maximum total of € 59,800 (all taxes included). There is no additional reimbursement of travel, subsistence or other costs.

The modalities of payment will be decided upon with the selected subcontractor, taking into account BusinessEurope's usual practice of payment in 3 instalments (advance, interim and final) and fully in line with the Commission's financial guidelines and the grant agreement.

7. FORM, STRUCTURE AND CONTENT OF THE TENDER

Tenders must be written in English. They must be signed by the tenderer or his duly authorised representative and be perfectly legible so that there can be no doubt as to words and figures. Tenders must be clear and concise and assembled in a coherent fashion.

Since tenderers will be judged on the content of their written bids, they must make it clear that they are able to meet the requirements of the specifications.

All tenders must include at least two sections:

i) Technical proposal

The technical proposal must provide all the information needed for the purpose of awarding the contract, including:

- Specific information covering the technical and professional capacity, as required, in particular:
 - Description of relevant professional experience with emphasis on the specific fields covered by the invitation to tender;
 - Detailed curriculum vitae;
- Specific information concerning the proposed tasks and deliverables to be provided by the subcontractor (detailed in sections 2 and 3).

ii) Financial proposal

Prices of the financial proposal must be quoted in euros. The maximum amount available for this contract is EUR 59,800 (all taxes included).

Prices shall be fixed and not subject to revision during the performance of the contract.



8. SELECTION CRITERIA

The offers will be examined against the following criteria:

- Verifiable expertise, experience and skills, as required and described above;
- Proven track record of ensuring the quality of communication and written materials in the subjects specified in this call for tenders;
- Proven understanding of the tasks to be performed – to be highlighted in the technical proposal;
- Price not exceeding the amount stated above;

9. AWARD CRITERIA

The contract will be awarded to the tender offering the best value for money, taking into account the specific objectives, requirements and selection criteria of the tender. The principles of transparency and equal treatment will be respected with a view to avoiding any conflicts of interest.

10. TRANSMISSION AND SELECTION OF THE BIDS

Offers must be received within 30 days of the date of publication of this call for tender by BusinessEurope, i.e. 9 February 2023 (Update: 24 March 2023). Offers must be sent to BusinessEurope (see contact address below).

To ensure confidentiality, bidders must submit their offer in a sealed envelope.

The relevant staff in BusinessEurope will record the date that each bid is received and whether it is admissible or not, including why any bid fails to comply with the stipulations of the tendering process.

The relevant staff in BusinessEurope will evaluate the tenders that have been deemed admissible. In case of multiple admissible bids, an evaluation report will be drawn up, and kept for future reference. This report will include the name of each subcontractor which has provided an admissible bid; a brief overview of the positive and negative aspects of each of their bids; and the decision on the successful bid.

All candidates must either deliver their bid by hand or submit them by registered letter to:

<p>BusinessEurope Maxime Cerutti Director, Social Affairs Department Avenue de Cortenbergh 168 B – 1000 Brussels Belgium</p>

For requests sent by registered mail, the postmark will serve as proof of the date of dispatch.