



**Joint Project of the European Social Partner Organisations:  
"CEEC social partners' participation in the European social dialogue:  
*What are Social Partners' Needs?*" (Phase 2)**

**Tender specifications**

Date of publication  
on the UNICE website:

16 / 09 / 2004

## **I./ Background**

### **A./ Project description**

In their work programme 2003-2005, European social partners (UNICE-UEAPME, CEEP and ETUC) agreed on a number of actions to be taken in the next years. Since 1 May 2004, social partners organisations in CEECs have been fully involved in the activities of the European social dialogue.

In 2003, European social partner organisations decided to launch a joint project in order to help social partner organisations in the CEECs to identify what they need to do at the national level in order to strengthen their capacity to act as social partners mandated to represent the views of their members in the European social dialogue.

The project concentrated on 5 countries in central and eastern Europe (Poland, Hungary and Czech Republic as the most important economies, Slovakia as a representative of a smaller economy, Lithuania as representative of the Baltic states), and consisted in organising national-based seminars between January 2004 and June 2004 during which the national social partners in each of the countries identified their needs in order to strengthen their capacity to act as social partners fully mandated to represent the views of their members in the European social dialogue and drafted action plans (phase 1).

The final report of the first phase of the project is accessible on the UNICE website [www.unice.org](http://www.unice.org)

Given the success of this first phase, European social partners decided to continue the project in a second phase, which main features are:

- A. The organisation of national seminars in the three remaining central and eastern European countries (Slovenia, Estonia and Latvia)
- B. The organisation of a second round of national seminars in all eight central and eastern European countries (Poland, Hungary, Czech Republic, Lithuania, Slovakia, Slovenia, Estonia and Latvia) in order to review and assess progress achieved in the implementation of the action plans

A short description of the main features of the second phase of the project follows:

<b>Project phase 2 – Short description</b>	
<b>A. First round of national seminars</b>	
Countries	<ul style="list-style-type: none"> <li>• Slovenia,</li> <li>• Estonia,</li> <li>• Latvia</li> </ul>
Objective	To help the social partners in these countries to define what they need to do at the national level in order to strengthen their capacity to act as social partners mandated to represent the views of their members in the European social dialogue.
Meetings	<p>1. A subcontractor will work under the control and supervision of a <u>steering group</u> composed of representatives of the EU level secretariats of the 4 organisations and maximum 2 representatives of the subcontractor (8 participants).</p> <p>One meeting of the steering group will be organised at the end of the project in Brussels.</p> <p>2. One <u>preparatory meeting</u> to discuss purpose of the seminars + calendar of the activities + expected results</p> <ul style="list-style-type: none"> <li>• Participants (max. 20): <ul style="list-style-type: none"> <li>✓ Leaders of 3 national seminars (4 national social partners per country = 12);</li> <li>✓ Subcontractor + expert (2)</li> <li>✓ EU secretariats (6)</li> </ul> </li> <li>• Time: December 2004</li> <li>• Venue: Brussels</li> <li>• 2 days meeting</li> <li>• 3 languages: EN+FR+D</li> </ul> <p>3. <u>Three national seminars</u> (one per country) to help the social partners in these countries to define what they need to do at the national level in order to strengthen their capacity to act as social partners mandated to represent the views of their members in the European social dialogue. Important is the interactive character of the discussions between all</p>

	<p>participants.</p> <ul style="list-style-type: none"> <li>• Number of participants per seminar (max. 40): <ul style="list-style-type: none"> <li>✓ National social partners from the country (30)</li> <li>✓ National social partners from EU 15 (2)</li> <li>✓ EU secretariats (6)</li> <li>✓ Subcontractor + expert (2)</li> </ul> </li> <li>• Time: from January 2005 to March 2005</li> <li>• Venue: in the national capitals Seminars should be organised approx. as follows: <ul style="list-style-type: none"> <li>✓ Seminar in Ljubjana, January 2005</li> <li>✓ Seminar in Riga, February 2005</li> <li>✓ Seminar in Tallinn, March 2005</li> </ul> </li> <li>• 2 days seminars</li> <li>• 2 languages: EN+National language</li> <li>• Conclusions for each seminar on social partners' needs (max. 30 pages)</li> </ul> <p>4. One <u>concluding meeting</u> to put together the conclusions of each seminar in a general conclusion summarising the outcome of the project</p> <ul style="list-style-type: none"> <li>• Participants (max. 20): <ul style="list-style-type: none"> <li>✓ Leaders of 3 national seminars (4 national social partners per country = 12);</li> <li>✓ Subcontractor + expert (2)</li> <li>✓ EU secretariats (6)</li> </ul> </li> <li>• Time: April 2005</li> <li>• Venue: Brussels</li> <li>• 1 day meeting</li> <li>• 3 languages: EN+FR+D</li> <li>• General conclusion on SP needs (max. 20 pages)</li> </ul>
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<b>B. Second round of national seminars</b>	
Countries	<ul style="list-style-type: none"> <li>• Poland,</li> <li>• Lithuania,</li> <li>• Hungary,</li> <li>• Czech Republic,</li> <li>• Slovakia,</li> <li>• Slovenia,</li> <li>• Estonia,</li> <li>• Latvia</li> </ul>
Objective	To review and assess progress made in the implementation of the national action plans drafted either during the project 2003 (Poland, Lithuania, Hungary, Czech Republic, Slovakia) or during the project 2004 phase A (Slovenia, Estonia, Latvia).
Meetings	1. A subcontractor will work under the control and supervision of a <u>steering group</u> composed of representatives of the EU level secretariats of the 4 organisations and maximum 2 representatives of the subcontractor (8 participants).

Three meetings of the steering group will be organised (one preparatory in May 2005, one in the implementation phase in Autumn 2005 and one to follow-up at the end of the project) in Brussels.

2. Eight national seminars (one per country) to review and assess progress made in the implementation of the national action plans drafted either during the project 2003 (Poland, Lithuania, Hungary, Czech Republic, Slovakia) or during the project 2004 phase A (Slovenia, Estonia, Latvia). Important is the interactive character of the discussions between all participants.

- Number of participants per seminar (max. 40):
  - ✓ National social partners from the country (30)
  - ✓ National social partners from EU 15 (2)
  - ✓ EU secretariats (6)
  - ✓ Subcontractor + expert (2)
- Time: from June 2005 to April 2006
- Venue: in the national capitals

Seminars should be organised approx. as follows:

- ✓ Seminar in Poland, June 2005
- ✓ Seminar in Lithuania, September 2005
- ✓ Seminar in Hungary, October 2005
- ✓ Seminar in Czech Republic, November 2005
- ✓ Seminar in Slovakia, January 2006
- ✓ Seminar in Slovenia, February 2006
- ✓ Seminar in Estonia, March 2006
- ✓ Seminar in Latvia, April 2006

NB: The precise dates of the national seminars may change – This is only an indicative calendar.

- 1 day seminars
- 2 languages: EN+National language
- Conclusions for each seminar on social partners' needs (max. 30 pages)

4. One concluding meeting to put together the conclusions of each seminar in a general conclusion summarising the outcome of the project

- Participants (max. 40):
  - ✓ Leaders of 8 national seminars (4 national social partners per country = 32);
  - ✓ Subcontractor + expert (2)
  - ✓ EU secretariats (6)
- Time: June 2006
- Venue: Brussels
- 2 days meeting
- 3 languages: EN+FR+D
- General conclusion on SP needs (max. 20 pages)

## **B./ Description of project partnership**

The project will be managed by UNICE on behalf of the four European social partner organisations. UNICE will therefore identify a project administrator and secretariat staff to carry out the project. The accounting for the project and production of the final report to be sent to the commission will also be carried out by UNICE. In addition, all four organisations will provide expertise for the national seminars and the steering group meetings in Brussels. At the national level the members of all four European social partners organisations will support organisation of the national seminars by allocating manpower as well as expertise.

## **II./ Purpose of the tender**

The tender aims at finding a subcontractor to carry out the Joint Project of the European Social Partner Organisations: "CEEC social partners' participation in the European social dialogue: What are Social Partners' Needs? " (Phase 2) in partnership with the European social partners organisations.

In order to ensure a large visibility to this tender, the European social partners will publish the tender specifications on their respective websites. UNICE, the project promoter, will keep the tender on line for 45 days.

## **III./ Tasks to be performed by the subcontractor**

### **A./ Description of the tasks to be performed by the subcontractor**

#### **Phase 2 A**

The sub contractor should provide the following services for the applicant organisation:

- to propose a methodology to organise such interactive national seminars,
- to facilitate discussions during the national seminars in order to ensure a genuinely interactive nature of this exercise,
- to provide expertise (if necessary with the help of selected experts) on the issues dealt with (industrial relations systems in CEECs and social dialogue at EU level),
- to provide the necessary reporting of the activities and draft the meeting documents and conclusions,
- to organise the preparatory meeting and concluding meeting and help in the organisation of the national seminars.

#### **Phase 2 B**

The sub contractor should provide the following services for the applicant organisation:

- to propose a methodology to organise such interactive national seminars, coherent with the methodology of phase 1 (2003) and phase 2A (2004)
- to facilitate discussions during the national seminars in order to ensure a genuinely interactive nature of this exercise,
- to provide expertise on the issues dealt with (industrial relations systems in CEECs and social dialogue at EU level),
- to provide expertise on the actual situation in each of the countries with regard to the implementation of the national action plans agreed during phase 1 (2003) and phase 2A (2004) of the project,

- to provide the necessary reporting of the activities and draft the meeting documents and conclusions,
- to organise the concluding meeting and help in the organisation of the national seminars.

## **B./ Detailed description of the tasks to be performed by the subcontractor**

The sub contractor will work under the supervision of the steering committee and in coordination with the project manager and administrator in UNICE.

One of his/her task will be to organise the steering committee meetings (invitation, venue etc.)

### **Phase 2 A**

For the preparatory meeting, the tasks to be performed by the subcontractor are the following:

- to propose a methodology on how to organise such interactive national seminars, building on the first phase of the project
- organisation of the meeting (invitation, venue, organisation of the travel and accommodation arrangements, translation and interpretation facilities, etc.)

For the national seminars, the tasks of the subcontractor are the following:

- Preparation of the seminars in accordance with the methodology defined (including drafting of discussions documents etc.)
- Animation of the seminars and drafting of a report (max. 30 pages per seminar)
- Provision of expertise. Attention will be given to identifying and integrating an analysis of the actual problems in the social field currently faced by employers and workers organisations in these countries. Expertise is requested on industrial relation systems in CEECs and the social dialogue at EU level. This expertise should be reflected when preparing discussions paper for the seminars, in the choice of the moderator and the external experts to be invited to the seminars
- Help in organisation of the national seminars

For the concluding meeting, the tasks of the subcontractor are the following:

- Preparation of a draft synthesis report of approx. 20 pages (drafting, translation, publication etc.), which should make use of the findings of the national reports and serve as a discussion paper
- Organisation of the meeting (invitation, venue, organisation of the travel and accommodation arrangements, translation and interpretation facilities, etc.)

### **Phase 2 B**

For the national seminars, the tasks of the subcontractor are the following:

- Preparation of the seminars in accordance with the methodology defined (including drafting of discussions documents etc.)
- Animation of the seminars and drafting of a report (max. 30 pages per seminar)
- Provision of expertise. Attention will be given to identifying and integrating an analysis of the actual situation in each of the countries with regard to the implementation of the national action plans agreed during phase 1 (2003) and phase 2A (2004) of the project. Expertise is requested on industrial relation systems in CEECs and the social dialogue at EU level. This expertise should be reflected when

- preparing discussions paper for the seminars, in the choice of the moderator and the external experts to be invited to the seminars
- Help in organisation of the national seminars

For the concluding meetings, the tasks of the subcontractor are the following:

- Preparation of a draft synthesis report of approx. 20 pages (drafting, translation, publication etc.), which should make use of the findings of the national reports and serve as a discussion paper
- Organisation of the meeting (invitation, venue, organisation of the travel and accommodation arrangements, translation and interpretation facilities, etc.)

#### **IV./ Experience required**

Sound expertise is required on the following issues:

- Industrial relation systems in CEECs and the social dialogue at EU level
- Situation in each of the countries with regard to the implementation of the national action plans agreed during phase 1 (2003) and phase 2A (2004) of the project
- Project management

#### **V./ Time schedule**

The subcontractor will be asked to work 18 months from 01/12/2004 to 01/07/2006

#### **VI./ Payment**

The maximum budget available for the subcontractor is **€70200** as follows.

Expertise (2 experts)	450€ x 2 experts x 78 days
<b>Total</b>	<b>€70200</b>

The subcontractor will receive an advance, interim and final payment.

#### **VII./ Price**

**€70200**

#### **VIII./ Selection criteria**

The offers will be examined against the following criteria:

- Ability to propose a methodology to have genuinely interactive seminars during phase 2 A and to have interactive seminars during phase 2 B that will be coherent and bring real synergy with the methodology of phase 1 (2003) and phase 2A (2004)
- Evidence of experience in conducting such interactive seminars
- Good knowledge of industrial relation systems in CEECs and the social dialogue at EU level
- Ability to provide expertise on the actual situation in each of the countries with regard to the implementation of the national action plans agreed during phase 1 (2003) and phase 2A (2004) of the project

- Ability to conduct meetings and draft all documents in English
- Good administration skills
- Respect of the budgetary constraints

## **IX./ Award Criteria**

The contract will be awarded to the tender offering the best value for money, taking into account the specific object, 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.

## **X./ Content and selection of the bids**

Offers must be received within 45 days of the date of publication of this call for tender on the UNICE website.

To ensure confidentiality, bidders must submit their offer in a double envelope. Both envelopes must be sealed and the inside envelope shall not only bear the name of the department for which it is intended (see below), but also the words "*Tender – not to be opened by the Mail Department*" (Appel d'offres – à ne pas ouvrir par le service du courrier). If self-adhesive envelopes are used, they must be sealed with adhesive tape crossed by the signature of the sender.

A committee will be formed comprising four representatives of the European Social Partners. One or more members of this committee will initial the documents, confirming the date and time of each bid. The committee members will sign the report on the bids received, which will list the admissible bids and provide reasons for rejecting bids owing to their failure to comply with the stipulations of the tendering process.

This committee will also evaluate the tenders that have been deemed admissible. An evaluation report and classification of participation requests will be drawn up, dated and signed by all the members of the evaluation committee and kept for future reference.

This report will include:

1. The name and address of the contracting authority, the purpose and value of the contract or framework contract;
2. the names of any excluded candidates and the reasons for their rejection;
3. the names of candidates selected for consideration and the justification for their selection;
4. the names of candidates put forward and justification of their choice in terms of the selection or award criteria.

The contracting authority will then make its decision.



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

UNICE  
Thérèse de Liedekerke  
Director  
Social Affairs Department  
Avenue de Cortenbergh 168  
B – 1000 Brussels

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