



Joint Project of the European Social Partner Organisations: "Competence development for the European social dialogue "

Tender specifications

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I./ Background

A./ Introduction

In 2003, European social partner organisations decided to launch a joint project with the aim 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. Given the success of the first phase, the project will be continued in 2004-2005.

The final report of the first phase of the project is accessible on the UNICE website.

During the national-based seminars that were organised, social partners of the new Member States identified their needs in order to be fully effective in the European social dialogue. In all national seminars, the issue of the **human resource quality** available to social partners was raised.

B./ Description of the project

Although many social partners organisations mentioned the pure shortage of numbers of people available to them, the overriding human resource issue they identified was that of language capability. Moreover, the best language skills they had in their organisations were typically possessed by those with significantly less knowledge or experience in the technical issues on the European agenda or in negotiating skills generally.

All national social partners organisations asked the European social partners for their help in order to break the mismatch of language and technical skills that exist within their organisation.

European social partner organisations therefore decided to launch a joint project with the aim to develop a tool to help organisations conducting audits of language/technical capabilities within their individual organisations and within the employers' organisation and trade union sides as a whole in order to better use existing resources and to prioritise training and development efforts.

Whilst the audit of human resource competences has to be made within the organisations, the following actions can be taken at EU level:

- The development of a template for skills review based upon an extended version of that provided in the first phase of the above-mentioned project;
- The designing of a model audit process;
- The development of guidelines on how to make best use of the template for skills review and the model audit process.

Budget is foreseen for translation of a 30 pages document into 13 languages (new Member States and candidate countries). Publication of 500 copies of the document is also foreseen.

C./ 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.

II./ Purpose of the tender

The tender aims at finding a subcontractor:

- to develop a template for skills review based upon an extended version of that provided in the first phase of the above-mentioned project;
- to design a model audit process;
- to develop guidelines for the national social partners organisations on how to make best use of the template for skills review and the model audit process;

in partnership with the European social partners organizations.

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

The sub contractor will work under the supervision of the steering committee composed of representatives of the four European social partner organisations and in coordination with the project manager and administrator in UNICE.

The tasks to be performed by the subcontractor are the following:

- To develop a template for skills review in the social partner organisations of the new Member States. This work should take into account the preliminary template developed during the EU social partners project "CEEC social partners' participation in the European social dialogue: What are Social Partners' Needs? " in 2003-2004
- To design a model audit process to help these organisations better using existing resources and prioritising training and development efforts
- To develop guidelines for using these tools, thereby taking into account the concrete specificities of the organisations concerned
- To provide expertise on the issues dealt with (training audit; human resource development) and strong understanding of the needs of social partners organisations in the new Member States.

IV./ Experience required

Sound expertise is required on the issues dealt with (training audit; human resource development). Strong understanding of the needs of social partners organisations in the new Member States and experience of project management are also required.

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 **€11250** as follows:

Expertise	1 expert x 450€ x 25 days
Total	€11250

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

VII./ Price

€11250

VIII./ Selection criteria

The offers will be examined against the following criteria:

- Ability to propose a methodology to develop the skills review and the model audit process which correspond to the needs of the social partner organisations of the new Member States and takes into account the preliminary template developed during the EU social partners project "CEEC social partners' participation in the European social dialogue: What are Social Partners' Needs? " in 2003-2004
- Evidence of experience in conducting such projects
- Good knowledge of industrial relation systems in CEECs, the social dialogue in general and human resources / training issues
- Ability to 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.