

## DRAFT

### Tender specifications for subcontracting external expertise

For the project

#### **First social dialogue targeted initiative: “More and better jobs for young people in the commerce sector”.**

##### **1. Background**

UNI Europa and EuroCommerce, the European social partners for the commerce sector, believe that their sector can contribute to economic recovery and growth. The commerce sector has real potentials regarding employment creation. According to certain estimates **the commerce sector will need more than 22 million employees over the 2010- 2025 period, including 4.3 million new jobs and 17.7 million replacement demands.**

On many occasions, EuroCommerce and UNI Europa Commerce have underlined the importance of Youth employment and intergenerational exchanges and they wish to take action in the frame of their capacity as European social partners through the initiatives described below.

Through a joint project funded by the EU Commission, they wish to deepen the implementation of their 2012 / 2013 Work program that aims to promote Youth inclusion on the labour market and intergenerational solidarity.

According to their joint Work programme, *“EuroCommerce and UNI Europa Commerce will discuss their contribution to the implementation of the EU2020 strategy, with a special focus on the flagship initiatives “Youth on the move” and “Agenda for new skills and jobs” as well as the EU Employment Guidelines.*

According to Eurostat figures, the commerce sector employs relatively high share of youth. In 2012, 13% of workforce in the EU sector was youngsters, i.e. 3 percentage points more than on average in the total EU economy. The economic and financial crisis had a negative impact on youth employment in the sector – share of young employees in the industry has dropped from 16% in 2008 to 13% in 2012. Over 2008-2012 the industry in the EU employed equal shares of young and older employees, even though before the crisis (in 2008) the share of young employees was considerably higher than that of older employees (16% compared to 12%).

Actively implementing labour inclusion policies can mitigate the negative consequences that the economic climate has on youth and older workers while giving the European commerce employers a competitive advantage.

For these reasons, they have decided to undertake the following initiatives:

First of all, they will **identify best practices** on the basis of a survey among UNI Europa affiliates and EuroCommerce members and by realizing in depth **interviews** with experienced actors on the floor in the commerce sector as well as professionals on inclusion of young people on the labor market and solidarity between generations (transfer of knowledge/know how/skills from older workers to young apprentices).

Secondly, on that basis, they will discuss and agree **a strategic roadmap** to be implemented by their members as well as **recommendations** for other stakeholders like European or national/ local public authorities and education bodies.

Thirdly, they will focus on **intergenerational solidarity schemes** as an inclusion and retention process to stabilise employment flows, demographic balance and ensure transfer of knowledge and know-how.

All three activities will be followed and endorsed by a **Steering Committee** composed of 10 people (5 from each side of the social partners).

Finally, actively **disseminating results** of these activities is a core element of the project.

The dissemination will be based on **3 written reports and a video-clip** that will be presented at a **final conference and on internet**. In addition, all affiliates and members of the commerce social partners will be informed of the project development and outcomes during the social dialogue committee and working groups.

A final conference will close the one year project in order to : 1) deliver and discuss the final outcomes of the project, 2) further promote best practices, 3) encourage UNI Europa Commerce and EuroCommerce affiliates to jointly endeavour in favour of youth employment and intergenerational solidarity to the benefit of both workers and employers if possible via collective bargaining and 4) develop networking activities with European and national/ local public authorities and stakeholders interested (education bodies, youth forums, supply chain, NGOs and academics, students).

## **2. Reasons for subcontracting implementation work:**

UNI Europa and EuroCommerce do possess the operational capacity to complete the different actions of the project. However, some tasks of the project will need to be assigned to an independent third party for several reasons:

- the need to provide specific competencies on the different topics as described in the paragraph above
- the need for an impartial and technical view, when interacting with national social partners

- the need to have an independent view (and not therefore specifically linked with Employers or Trade Unions), when elaborating information in the field of industrial relations and social dialogue
- the need for specific expertise and experience in producing reports which are accessible in terms of both format and content

## **2. Purpose of the contract**

The desk research, a survey and interviews both off and on-site and 3 written reports are sub-contracted to external experts because UNI Europa and EuroCommerce do not have the internal expertise to carry out these activities.

## **3. Tasks to be performed by the Contractor**

### Description of tasks

The contractor is expected to perform the following tasks

- ✓ Prepare the questions for the survey, which will be carried out amongst UNI Europa affiliates and EuroCommerce members
- ✓ Prepare the questions for the interviews off-site: they will help clarify/ deepen answers from questionnaires
- ✓ Prepare the questions for the interviews on-site: the expert will travel to 8 different countries to interview workers and managers at the work place
- ✓ Collect the replies and compile the existing documentation and information (desk research)
- ✓ Draft the 3 activities background reports in English (20 pages each after lay out)
- ✓ Present the results of the survey to the 3 steering committee meetings and the final European conference and adapt them according to decisions made

The methodology of the survey will be established in co-operation between the steering committee of the project and the expert. The steering committee will validate the expert work.

## **4. Expertise required**

The expert will have to demonstrate that:

- He/ she is able to work in English (fluency in oral and written English). Another language would be an asset.
- He/ she has expertise in analysing the results of the study and writing up a background report targeting a non-academic audience.
- He/ she has experience in commerce sector
- He/ she has experience in projects carried within the framework of EU Commission budget heading 04030301
- He/ she is able to work in a project team

## **5. Time schedule and reporting**

The contractor will be required to start the work the 1<sup>st</sup> March 2014. The contract will last 12 months on the basis of the Grannt table in annexe below.

The contractor shall regularly report back to the steering committee and is expected to give regular updates by e-mail and / or telephone to project managers.

## **6. Payments and standard contract**

Payments will be made upon presentation of receipts by the contractor and in a general sense via a payment scheme to be concluded by the contractor and UNI Europa.

UNI Europa will use its standard contract for subcontracting in accordance with EU Commission financial rules.

## **7. Price**

The estimated costs are:

Number of days 60 X € 700 = € 42.000. The price includes taxes, cost for travel, accommodation, food and overheads (VAT included). However, 8 on-site visits will be reimbursed in the frame of the EU financial rules regarding budget line 04.03.03.01.

## **8. Selection criteria**

Selection will be based on the following criteria: level of expertise and experience in the sector, coherence of the methodology and the price.

## **9. Awarding criteria**

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

- Providing evidence on how the objectives of the call for tenders will be met.
- Capacity to work in a team project
- Ability to meet deadlines
- Ability to meet budget constraints
- Availability to attend meetings

## **10. Content and presentation of the bids**

### Content of the bids

The bid should include:

- A first evaluation of the methodology to be used

- The involvement of the steering committee members and their contribution to the success of the survey, i.e. what the contractor expects from them in terms of providing information, proof-reading and other forms of assistance.
- A calculation of the number of days to be worked to complete the study

Supporting document should consist of:

- A CV of the researcher(s) to be working on the study and background report, proven his/her competence
- A list of experience in the field: e.g. researches, publications

Presentation of the bids

The bids should take the form of a written document sent by registered letter to:

UNI Europa  
Att. Laila Castaldo  
Rue Joseph II, 40  
1000 Brussels  
Belgium

Deadline: The deadline for sending bids **14 February 2014** at the latest

## Annexe

<b>ACTIVITY 1</b>		<b>DAYS OF EXPERTISE ESTIMATES</b>
<b>BEST PRACTISES IN YOUTH EMPLOYMENT IN THE EUROPEAN COMMERCE SECTOR</b>	<b>Task 1.1</b>	Definition of key evaluation criteria for success stories and best practices 3
	<b>Task 1.2</b>	Youth employment best practices survey: desk researches and off site interviews 6
	<b>Task 1.3</b>	Youth employment best practices survey: on site interviews and validation by Steering Committee 4
	<b>Task 1.4</b>	Data organization and realisation of the <b>REPORT N° 1</b> : "Best practices for youth employment in the Eucommerce sector" 6
<b>ACTIVITY 2</b>		
<b>SPECIFIC MEASURES AND CONTRACTS FOR HIRING NEW PEOPLE</b>	<b>Task 2.1</b>	Definition of key evaluation criteria for evaluation of new and innovative methods and contracts for hiring new young people 3
	<b>Task 2.2</b>	New and innovative methods and contracts survey: desk researches and off site interviews 6
	<b>Task 2.3</b>	New and innovative methods and contracts survey: on site interviews and validation by Steering Committee 4

	<b>Task 2.4</b>	Data organization and delivery of the <b>REPORT N° 2</b> : "Roadmaps for the adoption of new and innovative methods and contracts for hiring young people in the EU commerce sector"	6
<b>ACTIVITY 3</b>			
INTERGENERATIONAL SOLIDARITY: IDENTIFICATION, ANALYSIS AND EVALUATION OF CONCRETE EXAMPLES AND EMERGING STRATEGIES	<b>Task 3.1</b>	Formalisation and characterisation of the intergenerational solidarity concept in the EU commerce sector	3
	<b>Task 3.2</b>	Intergenerational solidarity: desk researches and off site interviews	6
	<b>Task 3.3</b>	Intergenerational solidarity: on site interviews and validation by Steering Committee	3
	<b>Task 3.4</b>	Data organization and delivery of the <b>REPORT N° 3</b> : "Examples and scenarios for the concrete beneficial adoption of intergenerational solidarity measures in the EU commerce sector"	6
<b>ACTIVITY 4</b>			
DISSEMINATION	<b>Task 4.1</b>	Elaboration of a recipients and stakeholders data base, dissemination of project information, contacts with stakeholders	
	<b>Task 4.2</b>	Elaboration and dissemination of a publishable version of <b>REPORT N° 1</b>	

	<b>Task 4.3</b>	Elaboration and dissemination of a publishable version of <b>REPORT N° 2</b>	
	<b>Task 4.4</b>	Elaboration and dissemination of a publishable version of <b>REPORT N° 3</b>	
	<b>Task 4.5</b>	Elaboration and dissemination of a video clip with concepts elaborated in the reports and interviews to stakeholders, employers and workers	
<b>ACTIVITY 5</b>			
<b>FINAL CONFERENCE</b>	<b>Task 5.1</b>	Definition of the key topics and of the expected outcomes of the final conference	1
	<b>Task 5.2</b>	Conceptual and practical organisation of the conference	2
	<b>Task 5.3</b>	Public and private stakeholders involvement	
	<b>Task 5.4</b>	Final project conference	1