Call for Tenders / Ref. 2051-311 Research

Contracting Institute
European Trade Union (ETUI)
Research department
Boulevard du Roi Albert II n°5, box 4
B-1210 Brussels
Belgium
(AISBL 0418.812.841)

For the Project
“Developing a background paper and a qualitative study protocol for psychosocial risks prevention in the health and social care sector”

Expertise required:
At the European Trade Union Institute, we are carrying out work on gender and working conditions, with a focus on the female-majority health and social care sector. We have carried out a scoping review of psychosocial risks (PSR) to health workers during the Covid-19 pandemic and will now expand the research. We are looking for a contractor to develop a) a background paper on sources of PSR in the health and social care sector, and preventative measures; and b) to formulate a qualitative study protocol for further data collection and analysis of PSR sources and prevention measures.

In the tender, the potential candidates should demonstrate acquired expertise in research on working conditions, and on gender, and the knowledge of qualitative research methodology.

Description of tasks to be performed by the contractor:
- The contractor will review literature, and draw on the ETUI scoping review¹, to categorise sources of psychosocial risks in the health and social care sector (e.g. the organisation of work, occupational health and safety, employment conditions etc.), and present the evidence in the background paper.
- The contractor will include a section in the background paper that maps out workplace and broader policy measures that aim to prevent and mitigate PSR in the health and social care sector.
- Based on the background paper, the contractor will develop a study protocol for the collection and analysis of qualitative data from trade union representatives on the developed categories and prevention measures in selected EU Member States. The protocol will include: study design and methods, settings and participants, ethical considerations, data collection, data analysis.

¹ To be shared with the contractor
GDPR rules
The candidate / tenderer is required to comply with the requirements of the General Data Protection Regulation (GDPR), ensuring the processing, data security and data protection of data subjects when personal data are involved in the data protection in the framework of a future contract or intention to conclude a contract. Further information on how the ETUI handles personal data and contact details is available on the privacy notice on the ETUI website at www.etui.org.

Duration and value of the tender
The ETUI plans to conclude a contract with the successful bidders and award a contract from February 2021 onwards. The background paper and the study protocol should be finalised by the end of March 2021.

The overall value of the tender is maximum of 20 000 EUR (VAT inclusive). The price includes the work performed by the bidder (as well as costs of any external help required) to complete the tasks listed in the description of the tender.

Award criteria:
The bid will be awarded on the basis of “best value for money”, especially based on the quality of previous work or services rendered. The criteria will be assessed based on the elaboration of a proposal for the background paper and the study protocol.

Deadline for the submission of tenders:
Candidates should submit their bid in electronic form to Paula Franklin, Senior Researcher at the ETUI, email: pfranklin@etui.org by 15 February 2021 the latest.

Terms and conditions:
1. The bid must specify the costs involved in each step of the consultancy as mentioned in the description of tasks.
2. The contractor has the right to use all intellectual property which the winning bid generates in fulfilment of the contract, the material results of which will be protected by copyright.
3. The winning bid shall accept responsibility for any legal obligations entailed by the contract and is in particular required to his/her country of origin the requisite tax statements relating to the services supplied. Value tax where applicable, shall be shown separately on all invoices as a net extra charge. All other taxes, levies and expenses shall be borne by the contractor and shall not be included in the relevant invoices.
4. The winning bid accepts all reporting obligations to the EU to which the ETUI is subject and in case of audit will cooperate to provide necessary information.
5. In case of disputes the Belgian courts will be competent. The ETUI is financially supported by the European Union.
Annex 1 - Declaration on Honour

(Selection criteria, point 6 of the notice)

I HEREBY CERTIFY, AS CANDIDATE/LEGAL REPRESENTATIVE OF THE CANDIDATE,

THAT THE CANDIDATE:

- is not bankrupt or being wound up, is not having his/her affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters or is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

- has not been convicted of an offence concerning his/her professional conduct by a judgment which has the force of res judicata;

- is not guilty of grave professional misconduct proven by any means which the contracting authority can justify;

- has fulfilled his/her obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which he/she is established or with those of the country of the contracting authority or those of the country where the contract is to be performed;

- has not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities’ financial interests;

- is not currently subject to an administrative penalty referred to in Article 96(1) of the Financial Regulation;

Signature ........................................ Date:

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THAT THE CANDIDATE /legal representative of the candidate:

- is not subject to any conflict of interest;

- that the candidate will inform the contracting authority, without delay, of any situation constituting a conflict of interest or which could give rise to a conflict of interest;

Signature ........................................ Date:

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To the best of my knowledge, all information provided is true and accurate.

Signature ........................................ Date:
The ETUI reserves the right to check the information provided. Together with this form, duly signed, the candidate undertakes to send any additional document which the ETUI considers necessary to perform its checks.

By signing this form, the undersigned acknowledges that he/she accepts controls/audits from the European Commission under the same conditions as the ETUI.

Signature ........................................ Date: