Call for Tender No. ETUI Ref. 2022-19

Contracting Institute
European Trade Union (ETUI)
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For the Project

How to deal with transnational restructuring?

A practical online and interactive guide for trade unions and worker representatives in multinational companies

Web Team

ETUI project 2151-952-41

Expertise required
The ETUI is seeking expertise for the technical implementation and web-integration of a new online and interactive guide for trade unions and worker representatives in addressing restructuring in multinational companies.

Background
In an economic environment of almost permanent restructuring, trade unions and worker representatives in multinational companies would benefit greatly from a reliable and comprehensive, but also accessible and practical guide through the labyrinth of rules and practices on restructuring. Useful information is readily available online and in print, but it is scattered over many different websites and sources.

This project aims to provide an online, interactive guide on various types of transnational restructuring, offering a central hub where all relevant information, including legal references, trade union recommendations and practical tips are centralised.

The envisaged online guide includes the following content:

- Overview of different types of restructuring
- Overview of different practices to anticipate and manage change in multinational companies
- Overview and links to relevant EU and national legislation;
- Overview and links to relevant trade union policy documents;
- Links to other existing online sources of information (e.g., ETUI, ETUC, ETUFs, Eurofound, national trade union organisations’ websites) and other relevant background documentation (publications, statistics, case studies…)
- A glossary of frequently used keywords and acronyms
Given the general concept, there two expert teams are foreseen: one that will work on the content and one that will work on the digital format. It will be necessary for both teams to coordinate permanently throughout the duration of the project, supported and guided by a Steering Group which is made up of representatives of all European Trade Union Federations that are actively involved in supporting trade unions and worker representatives in multinational companies, the European Trade Union Institute and other relevant parties.

Whereas the content team has already been selected on the basis of a first call for tender, the current call relates to the selection of the team that will implement the tasks related to the implementation of the guide in an interactive online format.

**Objectives**
The outcome of the project should be a highly accessible, easy-to-understand online overview of all the key information needed to anticipate and manage change in a multinational company and which may already available online but would be compiled in one central access point that the user can easily navigate through.

**Description of the project’s technical needs and tasks to be performed by the contractor**
The web team is needed to convert the material collected by the content team into an online exploration tool which facilitates access to the complex and interrelated material about how trade unions and employee representatives can address restructuring processes in multinational companies.

The online guide should be structured through drop downs, subpages (if necessary) and the creation of a themes table to enable efficient and fast exploration of the material based on the taxonomy of different types of transnational restructuring, stages of the restructuring process and information on the role of different stakeholders.

The online guide is designed to allow the user to move through related topics, but the content must also be searchable via theme, sub themes, sectors, countries and unions (tags system or similar).

A first impression of what such a guide could look like, what types of information will be collected and how the user can navigate between the different chapters can be found in the annex. In principle, this should be used as a basis for the further development, but the bidder is also free to make adjustments or even to put forward an alternative concept, in so far as it responds to the general objective of the project.

If needed, further information about the content of the restructuring guide can be requested from Bruno Demaître, Project Leader, Policy Adviser IndustriAll European Trade Union at brunodemaître@industriall-europe.eu. Any inquiries about the contractual conditions may be addressed to Aline Hoffmann, Coordinator of the European Worker Participation Fund at ahoffmann@etui.org.

**Output of the work:**
During the whole assignment the contractor will need to work closely with the content team, the ETUI, and the steering group that has been established for the purpose of this project.
Developer needs:
- Import material from an excel spreadsheet and wrap it, API/java, or integrate it to existing online database tools. Add relevant logos
- Make it embeddable as iframe or similar on a different hosts’ website
- Modifiable: there is a way for the project owners to reuse it/modify it for future needs if possible: necessitates a back-end system.

The selected candidate will have demonstrable experience in online database production and UX design. The candidate should ideally have experience working with trade unions, union organisations or social NGOs to produce high quality outputs suitable for an international union audience.

**Budget:**
A budget of 50,000 EUR, all taxes included, is available for the web development team.

Travel and accommodation required for the participation in meetings with the Project Leader, the contents team and the Steering Group are not included and will be reimbursed separately.

**Duration of the contract:**
The ETUI plans to conclude a contract with the successful bidder and award a contract beginning on 1 October 2022 at the latest.

Ideally the project should be complete and ready to go online by April 2023, and by 31 July 2023 at the very latest.

The bidder is expected to propose an indicative timeline for the delivery of the work, including relevant milestones such as the delivery of an interim version and testing and fine-tuning phases, and time allocations for cooperation with the content team.

**Award criteria:**
The bid will be awarded on the basis of “best value for money”, especially based on the quality of the proposed online implementation strategy and task execution planning. The bidder's fulfilment of the criteria will be assessed based on the quality of the bid documentation and the experience of the bidder (to be included in the bid documentation). The ETUI reserves the right to contact the bidders to obtain extra information where it is deemed necessary.

**Deadline and contacts for the submission of tenders**
Candidates should submit their bid in electronic form to:
- Nicola Countouris, Director of the Research Department of the ETUI (email: skasier@etui.org),
- Aline Hoffmann, Coordinator of the European Worker Participation Fund, (ahoffmann@etui.org), and
- Bruno Demaître, Project Leader, Policy Adviser industriAll European Trade Union (bruno.demaître@industriall-europe.eu)

at the latest by **12:00 (CET) on 26 September 2022.**
Terms and conditions:

1. The bid must include a C.V. of the bidder(s), including his/her experience and record of relevant projects for the task described.

2. The overall value of the tender is maximum 50,000 Euro (taxes and charges included). The price indicated should include VAT and all taxes and shall cover the work performed by the bidder to complete the tasks listed in the description of the tender.

3. Payment will be made according to work progress based on a business contract.

4. The ETUI and the successful contractee share the right to use all intellectual property which the contractee generates in fulfilment of the contract.

5. The winning bidder shall accept responsibility for any legal obligations entailed by the contract and is in particular required to provide his/her country of origin the requisite tax statements relating to the services supplied.

6. 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.

7. The winning bidder accepts all reporting obligations to the EU to which the ETUI is subject and in case of audit will cooperate to provide necessary information.

8. In case of disputes the Belgian courts will be competent.

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.

Annex: outline of possible content and functioning of the online tool.

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