Call for Tender
2023-07
Adaptation, development and update and development of the “National Industrial Relations’ section on
www.worker-participation.eu
Project 2351-903-41 + 14

Contracting Institute
European Trade Union Institute (ETUI)
Research Department
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Belgium
(AISBL 0418.812.841)

For the Project

Worker-Participation.eu
NIR Update 2351-903-41 + 14

Expertise required
The ETUI is looking for an expert or experts (hereinafter: “the expert”) with an academic background in economics, law, political science, or sociology. The expert should have a proven record on the topic of industrial relations in Europe.

Background
The ETUI’s flagship website www.worker-participation.eu seeks to meet the increasing need for accurate and easily accessible information on worker participation by providing its users with topical information in the field of employees’ rights to information, consultation, collective bargaining, and employee board-level representation across Europe.

The section on ‘National Industrial Relations’ (NIR) draws on a database of information on the industrial relations systems in place in the EU Member States, as well as an innovative tool with which users can compile tailor-made comparisons of countries and issues (http://www.worker-participation.eu/index.php/National-Industrial-Relations/Countries).

For IT security reasons, the server and backend of the portal website Worker-Participation.eu, which hosts the NIR, had to be shut down in November 2022. A rudimentary restructuring of the website was undertaken to at least secure the continuation of this popular service. A complete overhaul to align the contents of the portal to the current research foci, while still securing past work in the archives is currently being undertaken.
Development work is also ongoing to apply machine translation to make the contents of the website translatable into all EU languages.

The contents of the NIR database were last updated in 2019. There is thus also a need to review and update this material about industrial relations in each country.

The purpose of the tasks described in this call for tender is to adapt the existing material in the NIR database to the redeveloped website architecture, to update existing content, and to expand the scope of content presented by drawing on existing research.

1) The following tasks are to be carried out:

a) Task I: Revision of landing page by adapting content to new website structure

The expert is expected to contribute to adjusting the presentation of the material to the website’s new structure at www.worker-participation.eu. This includes drafting new text or adjusting existing text.

Planned contents of the page include:

- The scope and definition of NIR;
- Rationale for and outline of the NIR page’s focus and coverage;
- Link to the NIR database, which provides:
  - Overviews for each EU Member State plus UK, Norway, and Switzerland, on the following industrial relations dimensions:
    - Trade unions;
    - Collective bargaining;
    - Workplace representation;
    - Board-level representation;
    - Health and safety representation; and
    - Representation in EWCs/SE-Works Councils;
  - A comparative tool used to work with the database, enabling the user to select countries and issues for direct comparison;
- Comparative topic overviews;
- Facts and figures;
- A succinct historical overview;
- Key links and resources; and
- Key graphics.

The estimated time required for the completion of Task I is 4 days.

b) Task II: Review and update of all countries covered in the NIR database

The expert is expected to comprehensively review and update the contents of the NIR database to ensure that all information is current.

With a view to enabling more fine-grained comparative analysis, the Expert is expected to define and standardise the internal structure of the information.

Overview/introductory texts will be adapted as appropriate.

Based on an estimate of 2.5 days per country, the estimated time required for the completion of Task II for 30 countries is 75 days.
2) **Timeline/Deadlines for delivery**

The work is to be completed over a maximum period of 16 months (between 1 December 2023 and 31 March 2025 at the latest):

a) **Task I** (Adaptation to new website) is expected to be completed by 31 January 2024 at the latest; and

b) **Task II**: (Complete review and update of content) is expected to be completed by 31 March 2025 at the latest.

3) **Terms and conditions**

a) The material shall be delivered in English.

b) For the work outlined above, the ETUI will pay an all-inclusive fee of up to €39,500 to the winning bidder. This fee is based on the above estimation of days required to complete the work, and a calculation of 79 days at €500 per day.

c) In addition, travel expenses which are required for coordinating the work, to be agreed previously with ETUI, will be paid directly by ETUI or reimbursed upon justification documents from the contractee, according to ETUI rules.

d) Payment for services will be made according to work progress based on a business contract.

e) The payment will be made following the signature of a contract with the winning bidder in the following way:

   - Payment of 30% of the bid amount (up to €11,850) will be executed upon signature of the contract and the presentation of an original signed invoice. The invoice will be payable within 30 days;
   - Payment of the 30% of the bid amount (up to €11,850) will be executed within 30 days of an agreed milestone, ideally before 31 March 2024; and
   - Payment of final 40% of the bid amount (up to €15,800) will be executed within 30 days after project completion.

f) The contractor and the contractee will share the right to use all intellectual property which the contractee generates in fulfilment of this contract, the material results of which will be protected by copyright; any publication of the material, in whole or in part, by the contractee which they generate in fulfilment of this contract will be coordinated by the contractee and the contractor; and

g) The contractee will be responsible for any legal obligations arising from the contract and is in particular responsible for honouring any fiscal reporting duties in their home country resulting from the receipt of fees. In case of disputes, the Belgian courts will be competent.

4) **Bids and Award criteria**

a) The bidder is expected to propose a project timeline and milestones for the completion of the above tasks within the above deadlines. The bidder is invited to propose a working method and sequencing of tasks which best reflects the scope and importance of the tasks and respective subtasks. The bid should include ideas about how to make the text suitable for multilingual audiences/machine translation.

b) The bid must include a detailed CV which includes the bidder’s experience and record of relevant projects, and demonstrates access to the required sources of information;

c) The tenders will be assessed based on ‘best value for money,’ and will take account of
the quality of previous work or services rendered; and

d) The ETUI will communicate its decision to all the bidders at its discretion in the shortest possible delay.
e) For further information about the scope of the project, please contact Jane Parker, email: jpark@etui.org

5) 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.

6) Inspection
The tenderer agrees to any inspections and/or audits that the European Commission, as part of any project, might wish to carry out pursuant to the financial regulations in force at the Commission, subject to the same conditions that apply to the direct beneficiaries of the relevant financial agreement with the Commission.

7) Competent jurisdiction
Sole jurisdiction for any litigation relating to this contract shall lie with the Brussels courts. The contract in question shall be governed by Belgian law.

8) Submission of tenders
Deadline for the submission of tenders: 20 November 2023 (12:00 CET).
Candidates should send their bid to:

Sophie Kasiers
Assistant to the Director Research, ETUI
Email: skasers@etui.org

With a copy to
Jane Parker
Senior Researcher, Europeanisation of Industrial Relations, Research Department, ETUI
Email: jpark@etui.org