

# Call for tenders to produce a publication on “standards at the workplace”

This call for a subcontractor to provide expertise is published as part of the implementation of the “ETUC STAND” project Work Programme 2024.

The ETUC will make the call for tender publicly available on its website, as of 9 July 2024, and for 38 calendar days (deadline for submission of bids: 16 August 2024).

## 1. Introduction and background information on the project

While standards appear invisible, they are present everywhere in our daily lives. Industry needs technical standards for innovation and contractual agreements; the European institutions use standards to shape the single market of products and services; courts refer to standards in judgements; standards are part of trade agreements, etc. But standards also affect workers.

Traditionally written for industry and by industry, and initially associated with product safety and interoperability, the reach of standards has extended to affect a wide range of issues that are at the centre of trade union focus and have the potential of impacting workers. Examples include occupational health and safety, artificial intelligence, work organisation, service provision, etc.

Many even underpin legislation; around 3600 technical standards are referenced in the Official Journal of the European Union, underpinning several EU legislative acts, such as the EU Machinery Regulation, the Personal Protective Equipment Regulation, the forthcoming AI Regulation, etc.

Safety features of ladders; requirements for personal protective equipment on construction job sites, whether helmets, gloves, shoes or safety glasses; competencies and qualification requirements for maintenance personnel; glove requirements for the protection of hairdresser from dangerous chemicals. These are but a few standards that can - and do - impact workers and their wellbeing.

While the impact that standards do/can have on workers is widespread, awareness around their existence is limited, if not non-existent. Such awareness, however, is critical to ensure effective consultation and participation in relevant standard-related matters – from initial implementation phases, to follow up evaluations and action plans. It is therefore of utmost importance for workers to know about standards, and through the trade unions, to push for their meaningful implementation at the workplace.

## 2. Objective of the study

The purpose of the publication/handbook on “Standards at the Workplace” is to provide an introduction to the world of standards, explain their impact on workers, and reflect on the role of trade unions in promoting meaningful implementation of technical standards which can/risk

affecting workers. In particular, the aim is to cover the following:

- Standards are everywhere in our daily work – they are “in” the tools and equipment we use, the processes and digitalization at work, hence they have a direct impact on every worker;
- How standards do/can impact workers, including an assessment of both risks and opportunities;
- The opportunities trade union members have in relation to standard-related matters at the workplace;
- The role of trade union representatives in ensuring that the implementation of standards at the workplace is “worker-friendly”.

Through this publication, the ETUC STAND’s objectives are to:

- Raise awareness around the world and impact of standards on workers;
- Promote understanding of the opportunities of being a trade union member, and of the role and importance of trade union representatives in ensuring worker-friendly implementation of standards at the workplace.

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

The desired outcome of the publication is to raise awareness of and advance trade union representatives’ involvement in the implementation of technical standards at the workplace, that can either directly or indirectly impact workers’ wellbeing and rights.

The subcontractor will conduct various tasks at his discretion (e.g. desk-research, gather and analyse sources, and regularly consult a dedicated Expert Reference Group set up by the ETUC secretariat), to ensure addressing at least the following content in the publication “Standards at the workplace”:

- Standards are everywhere in our daily work – they are “in” the tools and equipment we use, the processes and digitalization at work, hence they have a direct impact on every worker;
- How standards do/can impact workers, including an assessment of both risks and opportunities;
- The opportunities trade union members have in relation to standard-related matters at the workplace;
- The role of trade union representatives in ensuring that the implementation of standards at the workplace is “worker-friendly”.
- Promote understanding of the opportunities of being a trade union member, and of the role and importance of trade union representatives in ensuring worker-friendly implementation of standards at the workplace.

It is the ambition that this publication/handbook shall have around 20-25 pages approximately (A4 format, according to EN ISO 216:2007).

## 4. Deliverables:

- Kick-off meeting with ETUC secretariat; and following that, interviews with Expert Reference Group
- Ongoing exchange and consultation with Expert Reference Group
- Interim updates on the state-of-play of the publication, e.g., bi-weekly calls
- Draft interim publication for feedback from the ETUC secretariat and Expert Reference Group (two rounds)
- Final publication, incl. executive summary
- Final workshop (online format) – with shop stewards and TU officials

The Expert Reference Group will judge and “sign off” the final publication, in particular regarding its quality level, to be in line with other ETUC publications.

## 5. Expertise, experience and skills required

Sound expertise is required on the following issues:

- Basic knowledge of standardisation activities in CEN and ISO, of technical standards and its impact on workers/trade unions ;
- English writing experience in the relevant field of expertise;
- Ability to perform desk-research, gather and analyse sources, etc , to gather the knowledge to write the publication
- Proven skills in drafting publications (or handbooks);
- Ability to work within specified deadlines and to respect budgetary limits;
- Ability to work in a multicultural context and understanding of different industrial relations culture and traditions;
- Good administration and project management skills;

## 6. Time schedule and reporting

The subcontractor will be asked to start performing the above-mentioned tasks on 2 September 2024, and to have finalised the publication by 4 November 2024.

An overall timeline follows:

- Week 2-6 September 2024: Kick-off meeting with ETUC secretariat
- September 2024: Ongoing exchange and consultation with Expert Reference Group (including an introductory call with the experts as a group)
- September 2024: Interim updates on the state-of-play of the study (e.g., bi-weekly calls)
- 2 October 2024: Draft publication for feedback from ETUC secretariat and Expert Reference Group. This should include two rounds of feedback;
- 4 November 2024: Final handbook, incl. an executive summary
- 11 November 2024: Final workshop (online format) – with Expert Reference Group, including ETUC secretariat

## 7. Payment

The total maximum budget available for the fees of the subcontractor is **8.000 €** (VAT and all taxes included).

The subcontractor will be remunerated in two instalments (advance and final payment).

In case of need for travels, preliminary agreement must be asked to the ETUC. To cover this, ETUC foresees travel and subsistence costs that may be incurred. These will be covered by ETUC on the basis of EU rules and thresholds.

Prices shall be fixed and not subject to revision during the performance of the contract.

## 8. Selection criteria

The selection criteria are:

- Verifiable expertise, experience and skills, as required and described in part 4 of this call;
- Proven track record of ensuring the quality of the tasks, both in terms of content and format (i.e. previous publications), in the relevant subjects specified in this call for tenders;
- Respect of the budgetary and time constraints;

## 9. Form, structure and content of the tender

Tenders must be written in English. They must be signed by the tenderer or their duly authorised representative and be perfectly legible so that there can be no doubt as to words and figures. Tenders must be clear and concise and assembled in a coherent fashion.

Since tenderers will be judged on the content of their written bids, they must make it clear that they are able to meet the requirements of the specifications.

All tenders must include at least two sections:

### i) Technical proposal

The technical proposal must provide all the information needed for the purpose of awarding the contract, including:

- Specific information covering the technical and professional capacity, as required, in particular:
  - Description of relevant professional experience with emphasis on the specific fields covered by the invitation to tender;
  - Detailed curriculum vitae of the key coordinator and other team members, when applicable;
  - A selection of the main works and/or articles made by all the experts involved, in relation to the relevant subjects specified in this tender.

- Specific information concerning the proposed methodology for delivering the tasks listed in part 2 of this call.

## ii) Financial proposal

Prices of the financial proposal must be quoted in euros, including if the sub-contractor is based in a country which is not in the euro-area. As far as the tenderers of those countries are concerned, they cannot change the amount of the bid because of the evolution of the exchange rate. The tenderers choose the exchange rate and assume all risks or opportunities relating to the rate fluctuation.

Prices must be fixed amounts and shall not include travel expenses for the attendance to the Steering Committee meetings and other project events which will be covered by ETUC on the basis of EU rules and thresholds.

## 10. Award Criteria

The contract will be awarded to the tender offering the best value for money, taking into account the specific objectives, 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.

## 11. Content and selection of the bids

**This call for tenders will be published on the ETUC website on 9 July 2024, and will be kept online for 38 calendar days. Offers must be sent at the latest on 16 August 2024.** Offers/quotes must be sent to ETUC in electronic format (by e-mail to [amartin@etuc.org](mailto:amartin@etuc.org) and [gdejongh@etuc.org](mailto:gdejongh@etuc.org)), and refer to the “ETUC STAND Project – Standards at the Workplace”.

A committee will be formed comprising of 3 representatives of the ETUC. 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;
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.