

Call for tenders ETUC Project 2023-06

Call for tenders for subcontracting an expert for the ETUC project on “Informed youth voice – stronger youth voice!”

This is a call for a subcontractor to provide expertise as part of the implementation of the ETUC project on “Informed Youth Voice – Stronger Youth Voice”.

This call for tenders will be published on the ETUC website on Wednesday 4 December 2024 and will be kept online for 38 calendar days. Offers must be sent at the latest on Saturday 11 January 2025 to ETUC.

1. Background information on the project

The European Trade Union Confederation (ETUC) has a long-standing role in advocating for workers' rights, fair working conditions, and policies that support societal well-being. However, the participation of young workers in trade unions has declined in recent years, a trend that raises concerns given the growing challenges faced by young workers today. Young people often encounter precarious employment, limited job security, and a shifting work environment shaped by digitalization, environmental imperatives, and complex economic conditions. As young workers are particularly vulnerable to these pressures, their active involvement in policy advocacy is critical. This project addresses these concerns by empowering young trade unionists with the knowledge, skills, and confidence to actively participate in and shape policies that impact them.

To meet these goals, ETUC has launched the project “Informed Youth Voice – Stronger Youth Voice”, to support information and training initiatives for workers' organizations. This project builds on ETUC's commitment to mainstreaming youth voices within the trade union movement by equipping young unionists with the tools to engage in broader social and economic policymaking, beyond traditional youth-targeted issues. Key measures include the Youth Quota for balanced representation, youth-friendly communication strategies, and the reinforcement of Youth Committees within unions. While these inclusive policies lay the foundation for youth involvement, young unionists also need specific skills to advocate effectively for their interests and those of the broader workforce.

The project's seminars will focus on policy areas identified as priorities at the ETUC Congress in May 2023. These topics, while not exclusively youth-focused, have substantial implications for young people. Seminars will cover the following four key areas:

1. Working time reduction

With calls for shorter working hours without loss of pay gaining momentum, young unionists need to be prepared for discussions on working time reduction in upcoming collective bargaining efforts. This topic, impacting work-life balance and productivity, requires youth input to shape policies that meet the needs of future generations.

2. Atypical work & precarious contracts

Many young workers find themselves in atypical or precarious jobs, such as temporary and platform-based work, which often come with low wages and minimal job security. The project will support young unionists in advocating for fair treatment, benefits, and rights, regardless of employment type, to address these growing challenges in the labour market.

3. Just transition

As industries shift towards sustainable practices, young workers in sectors reliant on fossil fuels face significant changes. Training will address the need for a fair transition that provides pathways for young workers into green jobs, ensuring that the shift to sustainability considers their interests and long-term prospects.

4. Fiscal governance

Young workers will have an essential role in shaping fiscal policies that prioritize social equity and climate action. This training will help young unionists understand and advocate for fiscal policies that support an inclusive and sustainable economic model.

The project's objectives include: (1) strengthening young workers' knowledge of trade union priorities, (2) empowering young trade unionists to formulate and promote youth-centred policy demands, (3) enhancing their understanding of EU policy processes and social dialogue mechanisms, and (4) enabling their contributions to policy-making on quality jobs in light of digital and green transitions.

By supporting young trade unionists in developing these capabilities, the project aims to build a generation of informed advocates who can confidently engage in national and European policymaking. The project not only strengthens youth representation in labour discussions but also promotes long-term social dialogue by attracting more young people to join trade unions. Through collaborative learning and skill-building, ETUC is committed to fostering a future in which young voices contribute to shaping fair and sustainable labour policies across Europe.

2. Tasks to be performed by the subcontractor

Objective:

The external expert will provide policy insights, facilitate knowledge-sharing, and compile a comprehensive compendium of best practices and policy recommendations to support the ETUC Project "Informed Youth Voice – Stronger Youth Voice". The goal is to identify the youth perspective in each of the selected topics and empower young trade unionists across the EU by offering them in-depth, targeted policy information and actionable strategies through a series of interactive seminars and final reporting.

Timeline:

The project will begin in February 2025 and conclude by 31 May 2026. Four seminars will be held at different times and locations across Europe between spring 2025 and spring 2026. Exact dates will be confirmed later, based on the availability of participating ETUC affiliates. Further details can be found under "Deliverables & Deadlines."

Key responsibilities and deliverables of the subcontractor

1. Policy review and briefing preparation

- **Scope:** Conduct a detailed review of current policy initiatives related to the ETUC-identified topics (Working Time Reduction, Atypical Work, Just Transition, and Fiscal Governance).
- **Briefing notes:** Prepare a succinct, clear, and informative briefing note for each seminar (one per policy area). Each note should:
 - Summarize relevant policies, legislation, and emerging trends.
 - Identify a youth perspective
 - Include an analysis of existing strategies and youth-led initiatives (where existent)
 - Provide context and preparatory information for participants, including potential discussion points and examples.
- **Delivery:** Submit each briefing note to the ETUC team before each seminar, ensuring timely distribution to participants.

2. Active participation in seminars

- **Engagement:** Attend all four seminars hosted by ETUC affiliates across the EU, each with approximately 25–30 participants (10 local and 15–20 international).
- **Documentation:** Take detailed notes on discussions, gather case studies, and collect examples of best practices shared by participants.
- **Clarifications:** As needed, follow up with participants for clarification on specific points to ensure accuracy and depth in final reporting.

In this regard, ETUC reserves the right to establish direct contact between the researcher and the individuals involved, primarily its affiliates.

3. Post-seminar reporting and policy recommendations

- **Summary reports:** After each seminar, create a concise report (5–8 pages) that includes:
 - Key points discussed.
 - Collected best practices and case studies.
 - Policy recommendations specific to the seminar’s focus topic.
- **ETUC Review:** Submit each report to the ETUC team for initial review and incorporate their feedback to refine and finalize the document.

4. Compendium of best practices and policy recommendations

- **Draft Compendium:** Following the completion of all seminars, draft a comprehensive compendium (approximately 40 pages) that includes:
 - A policy overview drawn from the briefing notes.
 - Summary of existing youth-oriented strategies and initiatives.
 - Evidence-based strategies proposed during the seminars.
 - Consolidated policy recommendations based on findings and discussions.
- **Review process:**
 - **ETUC review:** Submit the first draft to the ETUC team for feedback.

- **Steering Committee input:** After incorporating ETUC's initial feedback, present the revised draft to the Steering Committee. Integrate national perspectives and additional case studies as provided by committee members.
 - **Final publication:** Prepare the final report, ensuring high quality in content and formatting. The final report will be published in four languages.
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Deliverables and deadlines:

- **Seminar briefing notes:** One per seminar, delivered at least two weeks before each seminar.
- **Post-Seminar reports:** Completed and submitted within three weeks of each seminar.
- **Draft Compendium:** Initial draft to be submitted after the last seminar, followed by ETUC and Steering Committee reviews.
- **Final Compendium:** Final 40-page report, incorporating feedback from all reviews, to be submitted by Spring 2026.

3. Expertise, experience and skills required

The selection procedure will consider the knowledge of the Trade Union environment and previous experience with the identified topics.

ETUC Project team will monitor the work of the selected expert to ensure the clarity of the tasks and their timely implementation.

Sound expertise is required on the following issues:

- Expert knowledge in the field of youth employment policies in Europe
- Experience in working on European level projects;
- Understanding or experience in working with European trade union movement.
- Knowledge in the four policy areas (Working Time Reduction, Atypical Work, Just Transition, and Fiscal Governance) is an asset.

Sound experience is required in the following areas:

- Successful track record of delivering in case studies for similar projects, with EU institutions and/or European stakeholders (social partners, NGOs, etc.).
- Producing practical/pragmatic and comprehensible material for a non-research related public.

Skills required:

- Proven research and presentation skills (in English);
- Ability to do desk research in multiple languages
- Proven skills in drafting policy analysis;
- Ability to work within specified deadlines and to respect budgetary limits;
- Ability to work in a multicultural context and understanding of different industrial relations systems, cultures & traditions;
- Good administration and project management skills.

4. Time schedule and reporting

The subcontractor will be asked to respect the timeline mentioned under point 2. Seminar briefing notes must be delivered two weeks before each seminar, with post-seminar reports finalized within three weeks after each event. The seminars will take place between spring 2025 to spring 2026 and the exact dates will be communicated at a later stage. The **finalized** 40-page report – meaning after the feedback rounds – must be submitted by 31 May 2026.

The subcontractor will also be asked to participate in the online Steering Committee meetings of the project, Committee meetings of the ETUC, the 4 seminars of the project as well as the final dissemination event. The dates will be discussed and decided together with the tenderer in the Steering Committee.

5. Payment

The total maximum budget available for the fees of the subcontractor is as follows:

Contract with ETUC	
Main activities and meetings	
<ul style="list-style-type: none"> • Policy briefing notes Review key policy topics and prepare briefing notes for each seminar. • Seminar participation Attend four EU seminars, engage in discussions, document best practices. • Post-Seminar reports Draft 5-8 page reports after each seminar with recommendations. • Compendium creation Compile a 40-page final report with best practices and policy recommendations. • Review meetings Conduct review sessions with ETUC and Steering Committee for final report feedback 	
Total budget for the Expertise	22 500 € (VAT and all taxes included)

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

amount covers the fees but does not include the travel and subsistence costs incurred for attending project meetings (such as Steering Committee meetings and workshops, ETUC Committee meetings). These will be covered by ETUC on the basis of EU rules & thresholds (see the EC table of maximum amounts per EU member state).

6. Selection criteria

The selection criteria are in particular:

- Verifiable expertise, experience and skills, as required and described in part 3 of this call;
- Quality of the methodology proposed in the offer;
- Proven track record of ensuring the quality of written materials produced, both in terms of content and format (i.e. previous publications), in the relevant subjects specified in this call for tenders;
- Price/Quality ratio;
- Previous research/work undertaken in the field of Youth, youth rights, youth unemployment and/ or active employment policies.

7. Form, structure and content of the tender

Tenders must be written in English. They must be signed by the tenderer or his/her 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 tenderer and of the other team members if applicable;
 - A selection of the main works and/or articles published 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

The prices of the financial proposal must be quoted in euros, including if the subcontractor 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 and daily allowances for the attendance to the Steering Committee meetings and other project events which will be covered by ETUC on the basis of EU rules & thresholds.

The maximum amount available for this contract is EUR 22,500 (VAT and all taxes included).

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

8. 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.

9. Content and selection of the bids

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The ETUC will confirm the date and time of receipt of each bid. The ETUC 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.

The ETUC 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 the ETUC 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.