

Rome, 30.04.2021

Federazione Autonoma dei Sindacati dei Trasporti

On behalf of:

- 1 : Bildungswerk der Sächsischen Wirtschaft gGmbH
- 2 : Ogólnopolskie Porozumienie Związków Zawodowych
- 3 : Federation of Polish Entrepreneurs

REQUEST FOR OFFERS

for providing external expertise service for the project within the framework of the project: Trade Unions' Transition- Enhancing Participation in Time of Crisis (TUTEPToC)

Section I: Contracting party

Name of the organisation	Federazione Autonoma dei sindacati dei trasporti
Address	Via Prenestina, 170, Rome, Italy
Telephone	+39 06 89535974
E-mail address	sg@sindacatofast.it

Section II Description and scope of services. Obligations of service provider.

Novel COVID -19 pandemic dramatically changed the situation on the labour market. The results turned out more severe in Italy than in any other European member states. Public sector workers, especially the aviation sector (pilots, air traffic controller etc.) are harshly damaged by the pandemic. As a free movement of people is still constrained by the pandemic the companies suffer from restructuring. This situation negatively affects the realization of the workers' rights to information, consultation and participation. Public sector workers face the decisions taken by their companies without making employees involved in those decision-making process. How the crisis caused by the COVID-19 influences on the workers' rights to information, cooperation and participation require immediate observations and certain response. In order to tackle these issues, this project aims to support trade unions and employees to get involved in undertakings to address the crisis caused by the pandemic. The achieving of these goals strongly depends on organised labour in the EU, employees need to be ready for this kind of changes. Increased engagement and consultation with employers will have a positive effect on restructuring during the crisis. The project includes the preparation, implementation, follow-up and dissemination phases.

Since the project is focused on gathering good practice, provide insights on the effect of external factors on the consultation mechanisms in undertakings and developing hands-on program for participants, providing recommendations and developing useful guidebook at the end of the project the experts have



the key roles in the action. There are some works which requires to be fulfilled by external experts; therefore we need to subcontract professional expert-researchers who will gather data from each partner countries to analyze existing situations, observe the impacts caused by the pandemic on the aviation sector workers and their consultation and participation in undertakings in the participant countries and provide the updated effective consultation mechanisms.

For this reason we need to

➤ **Experts responsible for preparation of the main findings and analytical papers and contribute to the developing of the guidebook prepared by the project experts.**

We need national experts from Italy, Lithuania, Romania, Macedonia and Spain. Each national expert who will be responsible for the research in their country. The work includes preparation of the national report and participate during the next International Experts' Working Meeting (end July 2021)

The deadline for the national report will be 30.06.2021 -This report can be written in your language or in English. It will be max 10 pages. During the Experts' Working Meeting each expert will present their national report

Preparing the analysis finalized into the guidebook which improves the workers' involvement in decision-making in aviation sector during the crisis caused by the COVID-19. The main subject will be employees' rights in restructuring caused by the COVID-19 crisis and affected by the Green Deal priorities. The experts' working group will provide the effective tools and implementation instruments for enhancing workers' consultation with employers and participation in undertakings.

For this activity, the proposal should be submitted in writing until 31.05.2021

➤ **Expert leading specialists, keynote speakers who will be invited at the international conference to contribute to the project main achievements by discussions, speeches and recommendations, the report-summaries of the speeches will be available on the project website.**

- **Working Group Meeting Rome, Italy**

The project working group which gather at the beginning for the detailed discussion of the project activities and communication plan.

The main phase includes the execution of the project timetable- organising the international events, delivery monitoring reports, gathering data from each partner countries, preparing the handbook for the employees and employers, experts' working papers, communication materials, updating platforms, etc.

For this activity, the proposal should be submitted in writing until 30.04.2021

- **Experts' Working Meeting Bucharest, Romania** - It will last for 1 day and will be attended by experts allocated by each participant organization.

For this activity, the proposal should be submitted in writing until 02.07.2021



- **Capacity Building Event Warsaw, Poland**

It will be the main platform for employees to strengthen their knowledge and understanding on how to defend the rights during the crisis. The event will be participated by the employers too. The event will be practice-based which seeks to realise the updated instruments and experts' recommendations and deliver the simulation activities on the topic. That is why engagement of both employees and employers will contribute to the final outcome of the project, as the workers' representatives will exercise their capacity in real life situation opposing the employers' positions. This will improve the practical skills and knowledge on how to effectively manage employer-employees relations during the crisis

For this activity, the proposal should be submitted in writing until 31.12.2021

- **Consultation Meeting Dresden, Germany.**

Event will be attended by employees and employers, researchers, experts and trainers. This event will revise and elaborate the guidebook prepared by the 11 experts and on the basis of this guidebook, the employees and employers representatives will deliver a consultation how to implement the recommendations and new instruments of consultation and participation in practice. Besides, the event will include the practical aspect of consultation mechanisms during the crisis.

For this activity, the proposal should be submitted in writing until 31.01.2022

- **International Final conference Vilnius, Lithuania**

The international final conference will discuss the main findings, needs and challenges of the trade unions and employers, external stakeholders and experts will participate in panel discussion about the workers' involvement in decision-making dealing with the crisis caused by COVID-19, challenges of the employees and employers in crisis, how to effectively manage equal involvement of workers in decision-making during restructuring and transitioning periods. It will expand the number of outreached persons and strengthen the achieved results. This conference will be the main event to be used for sharing information, discuss the dissemination and follow-up actions and how to expand the direct and indirect target groups.

For this activity, the proposal should be submitted in writing until 30.06.2021

Section III Term of services

The service provider is expected to respect the following deadlines:

- The offer shall not require a prepayment
- The invoice for the services should be issue when each activitiy is finished.
- The time limit for payment of the final invoice must not be shorter than 30 days

Section IV Submission of proposals

The proposal should be submitted in writing until (see section II) to the email address mentioned in Section I. Late proposals will not be accepted.

Service provider will be chosen until one day after the maximum date indicated in section II.



Section V Conditions of participation

It is expected that service provider has experience in performing services. Professional experience of the expert should be documented by appropriate references and Curriculum Vitae.

Section VI Criteria of assessment of proposals

The contract will be awarded to the best proposal taking into account the best price-quality ratio.

Section VII Other information

Conflict of interest

In order to avoid conflict of interest the following persons and/or entities are excluded from this procedure:

- Beneficiary's personnel and staff,
- family members and relatives of beneficiary and its key personnel,
- affiliated persons, companies and institutions,
- any persons, companies and institutions with shared economic interest and/or personal or equity relationship with Beneficiary.

The standard contract for services will not be negotiated by the Beneficiary. After signing the contract any major changes to the contract shall be excluded. A draft contract may be delivered via e-mail on request.

The service provides shall respect all rules and obligations required by the European Union, in particular those with regards to confidentiality, conflict of interests, liability, intellectual property rights, ownership of materials, checks, audits and evaluation.

Only complete offers will be evaluated. Partial proposals will be excluded.

Beneficiary does not allow subcontracting as a rule. All potential subcontractors should be notified and accepted by the Beneficiary prior to signing a contract for services.

On behalf of Beneficiary:

FAST - Federazione autonoma dei sindacati dei Trasporti

