

# CALL FOR TENDERS FOR SUBCONTRACTING

## Expert Network (01-2004)

### Writing Reports on Information and Consultation Bodies

The Social Development Agency (SDA) is carrying out a project entitled “Mind the Gaps’ supported by the European Commission through budget-line 04030303, which requires a network of seven national experts to make reports on information and consultation bodies (works councils) in EU member states. The experts in the network should have sound experience of training and/or coordinating workplace information and consultation bodies in the following member states:

**Slovenia; Hungary; Italy; France; Sweden; Germany; Belgium.**

Reports should be written in English and be between 5-10 pages long. They will not focus on the legal provisions in these countries but the reality in the workplaces. Specifically reports will be broken down into three sections:

- Information and what to do with it
- The relationship between trade unions and works councils
- Questions on practicalities and resources

The reports will be used as material for a seminar, primarily aimed at trade union officers from UK and Ireland who will be responsible for agreements negotiated under Directive 2002/14/EC, and also be incorporated into a final electronic publication.

First drafts of the reports will have to be ready in February 2005. Experts in the network will then be expected to attend a seminar planned to take place in London in April 2005 (travel and accommodation costs will be paid separately by the project organisers). They will then have to make a second draft incorporating discussion at the seminar.

The writing of reports will be co-ordinated by a publication editor who will be a native English speaker (see tender 02-2004).

We will accept bids for all or part of the work being tendered here. If you are not bidding as a network for the whole contract please indicate clearly the countries covered by your bid. If you are bidding for this call and that of the publication editor (02-2004) please also indicate this in your bid. In any case, please ensure the bid includes the CVs of the person(s) being proposed as expert(s) including details of any relevant publications they have authored. The contract(s) will be awarded to the tender(s) offering the best value for money, taking into account the following criteria:

- The total cost of the contract(s);
- The extent to which we are able to ensure that the final network covers all the countries included as foreseen.

- The extent to which the experts demonstrate experience of information and consultation practice in the relevant member state(s)
- The extent to which tender(s) otherwise demonstrate capacity to carry out the tasks required to a high standard
- The extent to which tender(s) demonstrate capacity to meet the timetable of the project;

The SDA undertakes to respect the principles of transparency and equal treatment with a view to avoiding any conflicts of interest.

The SDA will draw up a contract with the successful bidder(s), which will specify:

1. Details of the remuneration and the conditions of payment;
2. Other technical details required for the smooth implementation of the service contract in question.
3. Commitment from the contractee(s) to accept checks or audits by the European Commission under the conditions set out for budget-line 04030303.

Offers must be received within four weeks of 7 December 2004, the date of publication of this call for tenders on the website of the European Trade Union Confederation. All candidates must either deliver their bid by hand or submit them by registered letter in an envelope marked “**Expert Network (01-2004)**”. Tenders should be addressed to Ludo Vekemans, Services and Development Director, at the following address: SDA, Bd du roi Albert II, 5, B-1210 Brussels.

For tenders sent by registered mail, the postmark will serve as proof of the date of dispatch.

For tenders submitted by private courier service and hand-delivered requests, a receipt signed by our mail-room, stamped on the date of the deadline for submission if not before, will serve as proof of delivery (submissions must be received by 4 p.m. at the latest).