

CALL FOR TENDERS FOR SUBCONTRACTING

Publication Editor (02-2004)

Editing Publication 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 an editor for an English language publication on the practice of workplace information and consultation bodies in **Slovenia, Hungary, Italy, France, Sweden, Germany & Belgium.**

The editor will be responsible for coordinating the work of a network of experts who will write the country reports on the above-mentioned countries specifically addressing how works councils in their countries deal with three sub-topics:

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

These will first be used as material for a seminar planned to take place in London in April 2005, primarily aimed at trade union officers from UK and Ireland who will be responsible for agreements negotiated under Directive 2002/14/EC. The editor will be expected to attend the seminar (travel and accommodation costs will be paid separately by the project organisers) and to write a report on that as well as coordinate any redrafting of the expert reports to reflect the outcomes of the seminar. He or she will have to produce c. 80 pages of content based on the seven national reports and his / her seminar report. The publication will be professionally formatted in full colour with graphics and published electronically.

First drafts of the reports will be ready in February 2005 the finished content will have to be ready in XX 2005.

If you are bidding for this call and that of the expert network (01-2004) please indicate this in your bid. Please ensure the bid includes a CV of the person who is proposed as editor including details of any relevant publications for which they have been responsible. The contract will be awarded to the tender offering the best value for money, taking into account the following criteria:

- The total cost of the contract;
- The extent to which the bidder demonstrates knowledge of information and consultation practice in the relevant member states
- The extent to which the bidder otherwise demonstrates capacity to carry out the tasks required to a high standard
- The extent to which the bidder demonstrates 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, 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 "**Publication Editor (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).