



TENDER PROPOSAL

TENDER SPECIFICATIONS FOR SUBCONTRACTING EXTERNAL EXPERTISE FOR THE EUROPEAN CHEMICAL EMPLOYERS GROUP (ECEG) PROJECT

Tender Specifications – 2012/01

1. Background

The chemical sector is one of the biggest industrial sectors and an important source of direct and indirect employment in many regions of the European Union, however, having witnessed a sharp demand since 2004, the sector has not been spared by the financial crisis. The main challenges are now to stay competitive and innovative, manage the demographic change, maintaining high standards of health and safety as well as of quality employment. Consequently, the two social partners ECEG and EMCEF have decided to launch a project to investigate the feasibility of setting up a Sector Skills Council for the chemical sector. In order to develop this approach, it is necessary to create the conditions for better synergies between various national stakeholders such as social partners, academics, training organisations, public authorities, companies, experts or individuals, which have an interest and a good knowledge of the subject.

The need to develop a “better knowledge of today and tomorrow’s skills needs” is in line with the ambitious target laid down in the Communication on Europe 2020 to turn Europe into an economy, which delivers high levels of employment, productivity and social cohesion. As stressed by the Commission, “one way to do this is through EU sectoral councils” on skills and employment. The social partners in the chemical sector are ready to integrate this approach in their structures.

In each Member State there are different types of institutions, structures or observatories, experts that deal with information relating to the market trend of the chemical sector, employment development, education and training development, future of jobs and skills needs. ECEG and EMCEF are already in contact through their affiliates to a large number of these institutions or national bodies in members.

ECEG and EMCEF are strongly in favour of improving and facilitating these synergies and coordination between all these relevant actors, in order to promote the exchange of information, experiences, and dissemination of best practices: actually, all these observatories work in a national context and not at a transnational or European level.

The aim of this project is first to identify the structures, role, functioning, link or not with national or European social partners of those observatories capable of constituting an effective network (in the sense of a sustainable and binding partnership); second to bring together key stakeholders, who deal in one way or another with issues relating to the future of jobs, skills needs or qualifications in the chemical industry and who contribute to tackling problems of skills mismatch and labour shortages. In the end, the goal is to start a European sector council for skills needs and employment in the chemical industry provided that the social partners and the Commission agree to set up the sector skills council at EU level based on this network.

2. Purpose of the Contract

2.1. Description of tasks

The expert should fulfil the following elements

- attend meetings of the steering committee;
- help preparing and animating the workshops; set out and consistently use an appropriate methodology and parameters that will make final results comparable. A questionnaire will be prepared in order to collect and compare information;
- facilitate the relationship with national bodies to enquire on their nature, structure, tasks and willingness to exchange best practices and cooperate at European level;
- be able to give a comparative overview on national training and education systems;
- elaborate workshop reports and write the final synthesis report describing in particular how the local observatories or similar bodies are active and their relations with others relevant stakeholders network (national, local, government, university, experts, etc.) ;
- identify the opportunities to follow up on the project and assess perspectives of future cooperation.

2.2. Guidance and indications on tasks execution and methodology

The general principles of academic research must be respected. The client guarantees adequate research conditions (access to interview partners, etc.). The research team will present its methodology and include methods of quality assessment.

3. Expertise required

The social partners will be fully involved in the project management and cannot provide additional research expertise at European level.

The expert should have proven experience with European sector councils for skills and employment, sectoral social dialogue and European projects.

The expert should have additional specific expertise (e.g. in the field of skills needs, anticipation of change in employment, knowledge of national vocational education structures).

4. Time schedule and reporting

The described tasks have to be carried out within the funding period of the project. The time schedule for the study will start when the project proposal is accepted by the Commission and the contractor selected by the European Chemical Employers Group (ECEG). An intermediary report will be sent to the steering committee. A presentation of the findings must be presented and discussed during the final workshop. The study must be completed three weeks before the final steering committee meeting.

5. Payments and standard contract

The first part of the contract consists of 40 % and will be paid to the contractor at least three months after the signing of the contract. The resulting 60 % of the total sum will be paid two months after the official closure of the project. If the contractor does not fulfil his tasks and duties, the contract may be cancelled.

This agreement may not be transferred without the parties' written agreement. A dispute regarding this contract will be settled by a court at the domicile of the constituent under Belgian law.

6. Price

Maximum 25,000,- EUR VAT included will be available for the tasks described above.

7. Selection criteria

The contractor will be selected according to the standards of selection that have been developed by ECEG and EMCEF. Main selection criteria are the price-quality relation, the methodological quality and the contractors' experience with quantitative data analysis.

8. Award criteria

The contract will be awarded to the bidder whose tender represents the best value for money, taking the following criteria into account:

- Evidence of knowledge and experience of work in the field concerned by the project;
- Capacity for teamwork;
- Capacity to work in English and a further European language (preferably German or French)
- Ability to write reports in English;
- Respect for time limits;
- Respect for budget;
- Availability to participate in the steering committee meetings, workshops and to travel for interviews.

It should be noted that the contract will **not** be awarded to a tenderer who receives less than 70% on the Award Criteria.

9. Content and presentation of the bids

The deadline for receipt of tenders is 30 days from the date of publication of this call for tenders on the websites of the European Chemical Employers Group and of the European Mine, Chemical and Energy Workers' Federation.

9.1 Content of the bids

The submitted bid must include a project plan with detailed time and cost planning. The contact and the curriculum vitae of the principal adviser must be included. Finally, a reference list of significant projects and customers in the last year must be attached.

9.2 Presentation of the bids

The call for tenders will be published on 17th January 2012 and tenders must be submitted in written form by 17th February 2011 to the ECEG. All candidates must either deliver their bid by hand or submit them by registered letter to

European Chemical Employers Group (ECEG)

Rue du Commerce 31

1000 Brussels

BELGIUM

For requests sent by registered mail, the postmark will serve as proof of the date of dispatch. For requests submitted by private courier service and hand-delivered requests, a receipt signed by ECEG's Mail Department, stamped on the date of the deadline for submission if not before, which will serve as proof of delivery (submissions must be received by 4 p.m. at the latest).