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EUROPEAN FEDERATION OF FOOD, AGRICULTURE AND TOURISM TRADE UNIONS

TENDER SPECIFICATION

EFFAT Application VP/2017/002/0004

“The bioeconomy and a future biobased food industry and agriculture sector: How can workers’ organisations shape the change?”

1. Background and objectives

The European Federation of food, agriculture and tourism trade unions, EFFAT, is a single umbrella organisation serving trade unions throughout the food processing chain in Europe, “from field to fork”. Our 120 national member organisations bring together over 2.6 million union affiliates and represent workers in all branches of agriculture, in food processing and its allied industries, and in the hotel, restaurant, catering and tourism sector.

EFFAT is committed to promoting the rights of workers in food production, agriculture and tourism. Safe, high-quality jobs based on safe food, sustainable agriculture and sustainable tourism are key objectives of our work.

The agriculture sector and the food industry are changing as they need to respond to environment, human health and world sustainability challenges. Biological resources need to be better used, so there can be food for more people with less environmental and climate impact per unit produced, and renewable biological material enough to produce the replacement for what we currently get from fossil crude oil. New green technologies are keys to develop a stronger biobased food industry.

This major change is progressively having an impact on jobs and skills as we currently know them and does raise many questions for now and the future for trade unions and workers’ representatives in the food industry and the agriculture sector.

This project will help food and agriculture trade unions across Europe, including candidate countries, to:

- increase their knowledge in understanding what the bioeconomy means for their industry, sector, jobs and skills, and
- increase their capacity in responding to the change and being part of industry-relevant and sector-lead solutions.

The project will allow food and agriculture trade unions to have the necessary tools to contribute to EU policy making in particular in the field of the greening of the economy, job creation and job matching, quality of work, skills and decent work.



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2. Purpose of the contract

The purpose of the contract is to support EFFAT to:

- I. develop pedagogic modules and present them to EFFAT affiliated trade unions in two workshops and a final conference:
 - Module A: Context, opportunities and challenges of the bioeconomy for the food industry and agriculture sector.
This module will be important to understand what the bioeconomy means, how EFFAT's food and agriculture sectors are concerned by this concept. The following topics will be in particular addressed: economy, food security, use of resources and climate, environment and human health.
 - Module B: New technologies' roles and impacts on jobs and work organisation.
This module will look into the research, innovation and skills dimension on the one hand, and transformation of production processes and changes in work organisation on the other hand.
 - Module C: Roles of trade unions and workers' representatives. This module, interdependent from the previous ones, will look into how to encourage and enable workers to acquire the new skills needed and generally how to respond to the different effects of the bioeconomy on the labour market.
- II. gather all necessary information to prepare the modules with analysis, recommendations and conclusions; and
- III. help to facilitate the workshops in order to gather qualitative evidence, present the modules and present the conclusions during the final conference.

3. Tasks to be performed by the Contractors (Experts)

Task 1 Inception period including:

- Appointment by the contractor of a main point of contact for the project
- Establishing a concrete and detailed work plan to implement the contractual tasks
- Attendance at steering group meeting 3

Deliverable end of task 1: methodology and plan

**Task 2**

- Conduct desk research to prepare modules A and B in the form of tools and factsheets
- Prepare for the first workshop
- Attend steering group meeting 4
- Attend and facilitate the first workshop
- Help to evaluate the workshop's outcomes and finalise modules A and B
- Attend steering group meeting 5

Deliverable end of task 2: Modules A and B

Task 3

- Conduct desk research to prepare module C in the forms of tools and factsheets
- Prepare for the second workshop
- Attend steering group meeting 6
- Attend the second workshop and help to facilitate debate and input during the workshop
- Help to evaluate the workshop's outcomes and finalise module C
- Attend steering group meeting 7

Deliverable end of task 3: Module C

Task 4:

- Finalise the toolkit
- Prepare for the final conference
- Attendance at steering group meetings 8 and 9
- Attendance and presentation of the toolkit at the final conference
- Help to evaluate the final event and suggest next steps

Deliverable end of task 4: final toolkit and recommendations for future actions

Indicative timetable:

Indicative date	Activity	Tasks
<i>December 2017/January 2018</i>	<i>Steering group 1</i>	<i>Preparation of the call for experts</i>
<i>February 2018</i>	<i>Steering group 2</i>	<i>Evaluation of the experts' proposals</i>
<i>March 2018</i>	<i>Steering group 3</i>	<i>Meeting with the experts and levelling of expectations to</i>



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		confirm the general orientation of the project and refine the methodology if necessary
March- June 2018	Desk research	Prepare modules A and B Prepare for the workshops
June 2018	Steering group 4	Progress review of the modules and preparation of the first workshop Experts to present a progress report and present the draft modules
June-September 2018		Finalise the modules in view of the workshops Prepare for the workshops
September 2018	First workshop	Modules A and B
	Steering group 5	Evaluation and next steps
September- November 2018	Desk research	Finalise modules A and B Prepare module C and prepare for the second workshop
November 2018	Steering group 6	Progress review of the modules and preparation of the second workshop
February 2019	Second workshop	Module C
	Steering group 7	Evaluation and next steps
February-March 2019		Finalisation of module C Prepare for the final conference
March 2019	Steering group 8	Progress review and preparation of the final conference
March- October 2019		Completion of the toolkit Preparation for the final conference
October 2019	Final conference	Presentation of the totality of the modules and conclusions (toolkit)

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	Steering group 9	Evaluation and future actions
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4. Guidance and indications on tasks execution and methodology

The work of the contract can be undertaken by one contractor or a consortium of contractors with one lead contractor, provided they can demonstrate that they can work in effective and close cooperation.

Apart from attendance at the workshops, the tasks will be undertaken at the contractor's offices. The contractor will also be required to attend a number of meetings of the steering committee in Brussels and abroad (Denmark and Italy).

All reports must be submitted in an electronic version. Electronic files must be in Microsoft Word for Windows format.

All reports must be written in clear and concise English. They should also be well structured and drafted in a style suitable for wider dissemination. The final materials must be fit for publication and revised by a native English speaker.

The work of the contractor will be supervised and advised upon by an EFFAT steering group comprised of 6 members.

5. Expertise required

The tenderer must have a sound knowledge of the bioeconomy, the agriculture sector and the food and drink industry. The tenderer must also have an understanding of the social impact of the bioeconomy in the agriculture sector and the food and drink industry.

The tenderer should prove his/her expertise with examples of his/her work.

The contract will only be awarded to tenderers that fulfil the following criteria:

- Thorough and up-to-date theoretical and practical knowledge of the bioeconomy,
- Familiarity with employment matters and working conditions in the agriculture sector and the food and drink industry,
- Extensive experience of the writing and research skills needed to conduct similar projects in a European context,
- Ability to deliver pedagogic reports, solid conclusions and practical recommendations in a clear and concise English,
- Ability to tactfully communicate with a variety of different trade union organisations and their representatives,
- Capacity to coordinate the work in a multicultural and multi-language environment



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6. Timeframe

The contractor appointed will be expected to work from March 2018 to October 2019, including attending steering group meetings, two workshops and a final conference.

7. Payment

The maximum budget available for each expertise is € 80 000 (incl. VAT).

The costs of contractors' services are limited to the budget allocated under Commission co-financing and are subject to the rules governing the associated agreement. Costs over and above the stated limit will not be authorised.

The Contractor will receive an advance and a final payment upon receipt of the requested material.

8. Legal obligations

The basis of the contract is the grant agreement between the European Commission and EFFAT. The terms of this grant agreement are also applicable to the Contractor.

9. Selection criteria

The tenders will be assessed by the steering group against the following criteria:

- Possession of the necessary skills and experience of direct relevance to the activities concerned by this call for tenders,
- Possession of the necessary knowledge and experience in the bioeconomy, of working conditions in the agriculture sector and the food and drink industry,
- Ability to write documents in clear and concise English,
- Very good communication skills, and
- Respect of budgetary constraints

10. Award Criteria

The contract will be awarded to the tenderer whose offer represents the best value for money, taking into account the selection criteria in section 9 above.

The respect of the principles of transparency and equal treatment with a view to avoiding any conflict of interest will be undertaken.

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



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11. Content and presentation of the bids

The tenders should show how they propose to implement the project. They should also include the CVs of all the prospective members of their team, as well as samples of the most relevant work they have written in English. The tenders should show how the prospective contractor meets the required expertise, knowledge and selection criteria.

The tenders should include the contact details and bank details and a proof of the professional registration of the tenderer (VAT number, enterprise number)

The bid must be presented in English.

Deadline for the tenders: 15 February 2018

This request for proposals is posted on the EFFAT website: www.effat.org on 10 January 2018

All tenders must deliver their bid **by registered mail and by e-mail** to:

Estelle Brentnall

EFFAT

Avenue Louise 130A Bte 3

1050 Brussels

Belgium

E-mail: e.brentnall@effat.org

For further information, please send an e-mail to effat@effat.org quoting the following reference: VP/2017/002/0004.

Brussels, 10 January 2018