



EFFAT

EUROPEAN FEDERATION OF FOOD, AGRICULTURE AND TOURISM TRADE UNIONS

TENDER SPECIFICATION

**Call for Proposals
Budget heading 04.03.01 08
Support for social dialogue**

Grant Agreement VS/2019/0035

**“Fighting sexual harassment and violence at work in the agriculture, food,
tourism and domestic work sectors”**

1. Background

Sexual harassment and violence at work affect an increasing number of workers, depending on the country and the sector. Both violence and harassment represent serious threats to the safety and wellbeing of workers and are often under-reported. Violence, verbal aggression or threats that employees experience with superiors, co-workers, customers or suppliers are critical health and safety issues. They can have serious psychological consequences and lead to stress, long-term sick leave, and even suicide. Possible economic consequences are higher staff turnover, increased sickness absence, early retirement, reduced productivity, losses in competitiveness, etc.

Sexual harassment and violence affect people regardless of age, relationship, ability, physical appearance, background or professional status. It does not affect women alone, men can also be targets, and the harasser can be of the same sex as the victim. However, women are more vulnerable due to their position in the labour market and see harassment as a greater threat than men.

Although violence and harassment are becoming increasingly common features of European workplaces, the response from organisations and governments is often felt to be inadequate. Furthermore, there seems to be a lack of recent statistics at EU level that allow comparisons between countries, sectors and workplaces.

All workers have the right to work without facing sexual harassment and violence, but too many workers sadly do not enjoy this basic freedom, human right and dignity. The main responsibility for preventing any form of harassment and violence lies with employers, who have the duty to provide a safe working environment and safeguard the health and safety of their employees. Nevertheless, workers often share responsibilities, as in many countries, workers and their representatives are involved in bodies dealing with health and safety at work. This is why the issue should be taken up in social dialogue.

EFFAT has addressed sexual harassment and violence at work in the social dialogues of the Horeca and the contract catering sectors. In Horeca, some trade unions provided evidence about the situation regarding sexual harassment and violence in the hospitality sector in their countries; in contract catering, the social partners looked into the experience of a transnational company, Sodexo, that had concluded a joint commitment with the Global Union Federation IUF to prevent sexual harassment. The issue is on the work programmes of these two Sectoral Social Dialogues Committees, but work is still at the beginning, and more systematic evidence is needed before concrete joint steps can be undertaken by the social partners.



EFFAT

EUROPEAN FEDERATION OF FOOD, AGRICULTURE AND TOURISM TRADE UNIONS

In the Sectoral Social Dialogues Committees in agriculture and food & drinks, and in the cooperation with the employers' association in the domestic work sector, the questions of sexual harassment and violence at work have not been explicitly addressed yet, but various interventions from EFFAT affiliates show that these sectors are concerned as well.

2. Objectives of the project

The aim of this project is to address sexual harassment and violence at work in the sectors agriculture, food & drinks, hotels & restaurants (Horeca), contract catering and domestic work, by increasing the knowledge about the scope and the impact of sexual harassment and violence at the workplaces in the EFFAT sectors, and by collecting information about policies and activities of national member organisations to fight sexual harassment and violence, and about practices in other sectors and in companies. Based on the findings, recommendations will be elaborated and discussed at a final conference. Finally, findings and recommendations how to better tackle the problem will be brought back into the discussion in the Sectoral Social Dialogue Committees (SSDC), in the cooperation with employers' associations and into EWCs of transnational companies.

3. Purpose of the contract

The purpose of the contract is for the Contractor to carry out the research part of the project as outlined above, by performing the tasks described hereunder in 4.

4. Tasks to be performed by the Contractor

The expert should provide the following services:

- conduct desk top research;
- prepare survey for the collection of information and good practices;
- evaluate and write up replies;
- draft recommendations;
- prepare final report and summary report, including conclusions and recommendations.

In addition to the above-mentioned tasks, the external expert would have to carry out the following:

- present interim findings and reports to Project Steering Committee;
- present findings and recommendations at final conference.

The work of the Contractor will be advised by a Project Steering Committee composed by representatives of the project partners. Working language will be English.

5. Expertise required

Candidates should meet the following requirements:

- prior experience and knowledge regarding sexual harassment and violence at work;
- excellent writing and researching skills;
- ability and willingness to carry out a review of existing research and knowledge on the topic and bring it to the next level;
- ability to collect, process, document and elaborate primary information relevant to the objectives of the survey by approaching and communicating with a variety of relevant stakeholders, including workers, employers, trade union officials, etc.;
- ability to deliver sound methodology, reports, valuable analysis, solid conclusions and practical, original recommendations in a clear and concise English.



EFFAT

EUROPEAN FEDERATION OF FOOD, AGRICULTURE AND TOURISM TRADE UNIONS

6. Time schedule

The duration of the Grant Agreement is 18 months: 2/2019 – 7/2020.

This contract will start immediately after the awarding of the contract and end with the accomplishment of all tasks.

Meetings are planned as follows (exact dates tbc):

Project Steering Committee	March, June & September 2019 March 2020
Final conference	5 November 2019

7. Payment

The maximum budget available is € 30,000 (incl. VAT).

Travel and accommodation will be covered by the grant agreement and reimbursed by EFFAT upon justification.

The Contractor will receive an advance and a final payment.

8. Legal obligations

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 selection criteria are: verifiable expertise and references, price not exceeding the amount stated in the grant agreement.

10. Award Criteria

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

- capacity to understand and achieve the objectives of the project;
- quality and coherence of the proposed research methodology;
- proof of compliance with required expertise and qualifications in the field of research (please attach references);
- ability to deliver within project deadlines and budgetary limits.

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

11. Content and presentation of the bids

The bid should include:

- research methodology;
- time table for the execution of the contract and the number of performance days;
- CV(s) and references demonstrating the expertise and the experience of the tenderer;
- information on the sub-contractor's previous experience of similar work;
- daily fee (VAT excluded and VAT included, indicating the applicable VAT rate) and the total price of the bid;
- complete contact details and bank details and a proof of the professional registration of the tenderer (VAT number, enterprise number).



EFFAT

EUROPEAN FEDERATION OF FOOD, AGRICULTURE AND TOURISM TRADE UNIONS

The bid must be presented in English.

This call for proposals was posted on the EFFAT website: www.effat.org on 19 February 2019.

Offers must be received **by 8 March 2019 at the latest.**

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

Kerstin HOWALD
EFFAT
Avenue Louise 130A
1050 Bruxelles
Belgium
E-mail: k.howald@effat.org

Brussels, 19 February 2019