

Subcontracting for external expertise

Tender Specifications for Research on well-being and occupation safety & health in central government administration : tackling psychosocial risks at work

Tender specification to provide background briefing documents and expertise on issues related to the theme of psychosocial risks at work, well-being, safety and health

Date of publication on the EPSU website:

06/01/2016

Tender Specification

In order to ensure a large visibility to this tender, EPSU will publish it in its web site. EPSU will keep this tender on line for 30 days.

1. Background

The research is part of a health and safety project seeking support from the European Commission under budget line 04.03.03.01 introduced by the European Federation of Public Service Unions (EPSU), coordinator of the trade union delegation TUNED, in cooperation with EUPAE-France (DGAFP) on behalf of the European Social Dialogue Committee in Central Government Administrations - SDC CGA.

The project aims at better tackling and preventing psychosocial risks (stress, burn-out, etc.) in the sector of central government, against a background of restructuring, work intensification and ageing workforce. More specifically, it will examine the use and efficiency of risk assessment procedures and the chain of responsibility of the different stakeholders (management, health and safety representatives, trade unions and labour inspectors, occupational doctors etc.) involved at the workplace.

2. Purpose of the Contract

The main aim of this contract is to provide social partners with two products as follows:

- First, a background European comparative study relating to psychosocial risks in central government administrations;
- Second, a user-friendly step-by-step guide based on the study and inputs from the members of the SDC CGA

In addition the researcher will:

- Contribute to the preparation of the content of two theme-based seminars in 2016 in Vilnius and Madrid and of the final project conference in March 2017 in Berlin
- Help prepare the script of a short video that will illustrate the guide.

The target audience/readership of the study will primarily be the members of the SDC CGA.

The guide and video will target employees, trade union lay members, and managers.

The research will be set against the EU legal health and safety framework, such as the 1989 European directive on occupational health and safety that provides for regular risk assessments at the workplace and the EC Strategic Framework on Health & Safety at Work 2014-2020 that aims to improve the prevention of existing and emerging occupational

diseases with a special attention to new technologies, ageing workforce, evaluation of existing rules, and the role of social dialogue.

The background study will consist of three parts:

First, it will identify new challenges in terms of psychosocial risks including the use of new technologies and their impact on work/life balance, and third-party violence at the workplace in a context of organisational changes and intensification of work.

Second, it will critically assess across a dozen of EU countries the use, effectiveness and efficiency of risk assessment procedures and the role of all stakeholders involved in the chain of health and safety responsibility (line managers, trade unions, labour inspectors, occupational doctors, etc.) to tackle and prevent these emerging challenges.

The idea is to combine a horizontal dimension which will be the definition of common risk assessment processes and deployment of the chain of responsibility with a vertical dimension focusing on new challenges for well-being at work.

It will mainly be based on existing national and EU comparative research by health and safety experts and a series of interviews of those experts.

Third, the study will identify good practices or policies in central government that will feed into a practical guide establishing common principles that can potentially be transposable from one country to another.

The criteria for defining good practices/policies will be established in cooperation with the project's Steering Committee at a very early stage of the project taking into account a broad range of central government ministries, agencies and services across a dozen of EU countries and the role of social dialogue.

The themes of restructuring and workforce profile (e.g. age, gender, status) will be integrated throughout the study, collection of good practices and final guide.

The researcher will work very closely with the Steering Committee that will consist of representatives of TUNED (EPSU and CESI) and EUPAE (6 meetings in Brussels are foreseen). Moreover, regular contacts will be maintained with the project partners via email (EPSU and EUPAE-France). In addition, the national members of the SDC CGA will be invited to provide the project steering committee with possible good practices and policies on the basis of the agreed criteria.

The project foresees sufficient time for the research to ensure that enough material and findings will be presented, discussed and tested at the two planned seminars. The final study sho

The guide

The key project deliverable will be a user-friendly step-by-step guide.

It will aim at providing common guidelines for risk assessment procedures and efficient deployment of the chain of health and safety responsibility at the workplace. It should be practical and simple enough to ensure it can be transposed in different national contexts

The guide will be based on the background study and inputs from members of the SDC CGA as well as from participants at the two regional seminars in Vilnius and Madrid.

The final guide will be ready in time for the final project conference on 14-15 March 2017 in Berlin, allowing sufficient time for translations in 7 languages

3. Tasks to be performed by the Contractor

The contractor will be expected to

- Produce a background study
- Produce a user friendly guide (based on the study, amongst other sources)
- Help draft the script for the video of 4-6 minutes in the form of an animation/cartoon in cooperation with the video producer and project steering committee
- Help prepare the content of the two seminars and final project conference (suggestions for agenda, questions to participations, selection of speakers).

4. Timetable

Duration of the project: November 2015 to May 2017 (18 Months)

Mid-February 2015: selection and briefing by the steering group of the researcher/research organisation.

March to May 2016: drafting of the background study, collection of good practices, drawing of first initial recommendations and preparations for the main content of the two thematic seminars.

June-July 2016: final preparations of 1st seminar in Vilnius (22-23 September 2016) with a focus on new technologies

October 2016: final preparations of 2nd seminar in Madrid (24-25 November 2016) with a focus on third party violence

December 2016 to February 2017: production of the guide, script video co-drafting and preparations of the final project conference in Berlin on 14-15 March 2017

March to May 2017: final Berlin conference, finalisation of project deliverables

REASONS FOR CONTRACTING OUT IMPLEMENTATION WORK:

There are two main reasons for contracting out: first impartiality of the research taking into account the social dialogue nature of the project and second the high degree of specialisation in health and safety matters required which none of the project partners can provide in-house.

SELECTION PROCEDURE:

1. Expertise required

The researcher will be expected to demonstrate that (s)he has:

- ✓ Experience of European comparative research, in health and safety matters desirable
- ✓ Good command of English (oral and in writing)
- ✓ Experience of writing accessible reports and presenting research to national or international meetings
- ✓ Knowledge of industrial relations in the public sector
- ✓ Knowledge of one or two additional EU languages desirable.

2. Selection criteria

The researcher or research institute will be selected on the basis of clear evidence provided on how at least 4 of the 5 criteria listed above under expertise required are met.

3. Award criteria

The contract will be awarded to the tenderer whose offer represents the best value for money, taking into account the 5 selection criteria. It should be noted that the contract will not be awarded to a tenderer who receives less than 70% on the Award Criteria.

4. Content of the bids

The tenderer will ensure that their bid clearly identifies how they meet the selection criteria, ideally by indicating their knowledge and expertise under each of the relevant headings. It would also be useful to see examples of previous comparative research that demonstrates their ability to produce the expected outcomes.

5. Presentation of the bids

The deadline for bids will be 30 days after the announcement appears on the EPSU website.

7. Fees

At the estimated daily fees of € 500 and on the basis of 60 days (including research, guide, video script, attending and reporting on meetings) the estimated fee is € 30 000

The contract will be drawn up between EPSU and the contractor. The payment will be in several phases (initial payment of 20% upon signing of the contract; 40% on presentation of the draft report; and 40% on completion and presentation of the final report).

The travel and accommodation expenses for the contractor to attend the project conference or meet with the EPSU secretariat will be covered by the overall travel and accommodation budget of the project.