

Implementation of the European Social Partner Agreement on “Women in Rail”



Call for tenders

Scientific expertise on: Implementation of the European Social Partner Agreement on “Women in Rail” (WIR Project).

Dear Sir / Madam,

If you wish to participate in this invitation to tender, you are asked to submit your bid by **12 April 2024**. You may do this

by e-mail by **12:00 hrs** on **12 April 2024** to cliona.cunningham@cer.be and Almut.spittel@eva-akademie.de.

Community of European Railway and Infrastructure Companies (CER)
Cliona Cunningham
Avenue des Arts, 53
1000 Brussels
Belgium

One copy of the bid is sufficient. Bids must be signed by the tenderer or his duly authorized representative and clearly legible to eliminate any possible doubt as to wording or figures. Tenderers will be informed of the outcome of their bid. Contracting body will be EVA Europäische Akademie für umweltorientierten Verkehr gGmbH.

Tender specifications for subcontracting external expertise

Part I – The contract

1. Title of the contract

Scientific expertise on: Implementation of the European Social Partner Agreement on “Women in Rail” (WIR Project).

2. Background and context of the contract

The Project “Implementation of the European Social Partner Agreement on ‘Women in Rail’” has been developed by the European social partners of the rail sector, the Community of European Railway and Infrastructure Companies (CER) and the European Transport Workers’ Federation (ETF). They aim to increase women’s presence and gender equality in the sector. They aim to make the railway sector more attractive for women to work in and create the right framework conditions to retain them in the companies and the sector.

The specific objectives of the Project will be to support the implementation of the provisions of the “Women in Rail” Agreement ([WIR Agreement](#)). A major objective is to develop the “Women in Rail” Report (WIR report) of the European social partners. In addition, the social partners will identify best practice examples of the implementation of the WIR Agreement. The members of the European social partners will be involved in the Project activities: The development of the WIR Report, the Workshops, and the Final Conference.

The Project will be structured into 4 work packages in a two-phase framework. Phase I will consist of work package 1, the Project management and coordination, the call for tenders of external expertise, 5 Steering Committee meetings and continuous reporting. Work package 2 will develop the new WIR report. Work package 3 will consist of 2 joint workshops. Phase II will be the dissemination phase with work package 4, the Final Conference and the dissemination of the results. The duration will be 18 months. The main outcome will be the new WIR Report, in a reusable template form, and recommendations of best practice examples.

Specific objectives of the Project will be to support the implementation of the WIR Agreement, to identify and share best practice examples and to define the scope and develop the WIR Report, which will be delivered in a reusable template or online tool which will facilitate also the preparation of future reports.

Considering the staff shortage in the sector, which is expected to become more severe over the next years, the project will also aim to contribute to making the rail sector more attractive for women to work in. It is assumed that measures to make the sector more attractive for women will also make it more appealing for workers in general to choose as a career.

With this Project the social partners aim:

- To support the implementation of the provisions of the WIR Agreement
- To develop the WIR Report with a supporting reusable template/tool
- To identify best practice examples of implementation of the WIR Agreement
- To contribute to making the rail sector more attractive for women and all workers to work in

3. Purpose of the contract

The project requires external expertise for the formal, structural, and content-related research and development of the new WIR report.

The main purpose of the external expertise is to identify and develop the digital report template or tool, compile the relevant information through research (stocktaking) and extensive interviews, collect good practice examples, and present the results.

4. Tasks of the external expert

WP 2 of the project will develop the WIR Report. The Steering Committee will define together with the expert the scope of the WIR Report, which stakeholders, (e.g. CER members and voluntary applicants) to be included, the harmonisation of selection criteria covering type of data to be collected, best practice examples and terminology to be used. The Steering Committee will discuss and select best practice examples to be included. The external expert will prepare the first draft. The expert will ensure that recommendations of the Steering Committee are respected and implemented. The expert will create a template, program, or tool for the new WIR Report according to the WIR Agreement.

The exact contents of the report will be defined and agreed by the Steering Committee of the project based on the WIR Agreement. Potential options in relation to obtaining additional EU funding to further support the creation of the WIR Report and future reporting will be clarified (costs for data collection, evaluation, creation of a draft version, editing, coordination with CER/ETF, publication). The social partners will further discuss and finalise the new WIR Report in accordance with the WIR Agreement.

Objectives:

- Definition of the scope of the WIR Report
- Obtaining an appropriate tool for the report
- Identification of best practice examples
- Collection of data for the report

Tasks:

- Analysis of previous WIR report (identifying strengths & improvements needed)
- Gathering requirements/concerns of CER and ETF members, also in relation to analysis of previous report, through a series of interviews (interview subjects to be chosen and agreed by SC)
- Presentation of results of interviews
- Benchmarking with comparable reports/ templates/ consideration e.g. FKI, RSC (“Rapport de situation comparée”) etc.

- Moderation of the Kick off, country workshops and final conference and presentation of ongoing and final results at these meetings.
- Development of a proposal for the process of preparing the WIR Report and a proposal for the structure of the new WIR Report.
- Creation of a questionnaire in accordance with the structure of the future WIR report agreed with CER/ ETF
- Creation of a questionnaire in accordance with the structure of the future WIR report agreed with CER/ ETF
- Digitisation/ standardisation of questionnaires / creation of templates/a tool for further reports
- Draft layout for WIR Report
- Draft of the first new WIR Report
- Final consultation with data providers (CER members) on their entries
- Feedback of SC to be taken into account
- Presentation of the draft report in the 2nd country workshop
- Support in the completion of the final first new WIR Report
- Preparation of management summary
- Preparation of presentation for final conference
- Joint presentation of the result (process and WIR Report) at the final conference
- Ensure design and template of report facilitates further reports

Milestones:

- Contract between expert and contractor (month 2)
- Draft version of the report including the scope and the tool (month 12)

Deliverables:

- Final WIR report (month 18)

5. Expertise required

Goals of the new WIR Report

- Presentation of activities of the social partners; best practice in companies (CER members and voluntary applicants) in implementing the WIR Agreement; input from trade unions on how they support & reflect values and principles of the WIR Agreement in their organisations.
- Monitoring/ visualising developments/ progress from previous report.
- Assistance/ suggestions for implementation/ measures.

- Collect and share data on the number of women in the rail sector (breakdown per country and profession).
- Design and tool must provide reusable template for further reports.

Guiding principles according to WIR Agreement

- More women in the railway sector, in particular also in areas where women are largely under-represented.
- Increase gender diversity in the railway sector/ overcome gender segregation in the world of work.
- Create an attractive working environment to make the railway companies and the sector an attractive employer for women.
- Create working environments that eliminate stereotypical attitude and a male-dominated culture in order to retain women in railway companies and in the sector, as well as eliminate gender discrimination.
- Ensure equal opportunities for all employees (women and men) in the railway sector at all levels and in all areas.
- Achieve gender equality.
- Explore synergies between WIR Agreement and attractiveness of the sector in order to meet the goals of the European Strategy for Sustainable and Smart Mobility.

Content/ Chapter/ Structure

- Breakdown by company and country / Pan-European view/ Overview
- Progress report / recommendations?
- Obstacles/Barriers

Formal requirements

- Visually appealing presentation/ layout/ understandable language/ very good readability.
- Management summary
- Digital publication (print only on request)
- Clear and simple framework for the collection and compilation process
- Legal safeguards/ flanking measures (e.g. data protection)
- Publication in different languages (languages TBD).
- Possible EU funding for future reports. Checking which possible EU funds could be used for further regular WIR Reports including data collection, commissioning a consultant, layout, publication WIR Report.

6. Time Schedule and reporting

Delivery of the final deliverables shall be latest on the date of **Month 18 from project start**.

Work package as in the grant agreement	Topic	Date

Milestone 1	Contract between expert and contractor	Month 2
Task 2.1	Drafting the Scope of the WIR report	Months 2-3
Task 2.2	Presentation and selection of the appropriate tool for the report	Months 2-3
Task 2.3	Collection of Data for the report	Months 3-12
Task 2.4	Identification, presentation and selection of best practice examples	Months 3-16
Milestone 3	Draft version of the WIR report including the scope and the tool	Month 12
Task 3.1	Participation and contribution to Workshop 1	Month 6
Task 3.2	Participation and contribution to Workshop 2	Month 11
Task 4.1	Participation final Conference, Brussels	Month 17
Deliverable 2.1	Final WIR report	Month 18

7. Payments and standard contract

The expert will receive an advance and final payment following the EU rules and upon receipt of a correct invoice. Payments will be made in three phases:

- 30 per cent upon signing of the contract;
- 35 per cent after Milestone 3: Draft version of the WIR report including the scope and the tool
- 35 per cent after the completion of the work.

A standard contract template can be received upon request.

8. Price

The maximum budget available (covering all taxes including VAT¹) is **148,000.00 EUR**. This amount does not include travels, hotel and subsistence costs that will be covered by the project separately.

¹ services delivered from outside of Germany are subject to German 19 per cent VAT which must be considered as included in the total price.

9. Selection criteria related to the financial and technical capacity of the bidders

A proof of sound finances can be requested from the bidder. A balance sheet may be requested.

10. Award criteria related to the quality of the bids received

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

Criteria	Description	Value
Price	Best value for money	30 per cent
Quality and expertise	Proven expertise in: - developing report structures and format - scientific research work - social science - industrial relations - knowledge of the transport sector	40 per cent
Approach	Structured and clear approach	20 per cent
Ability to write and speak in clear and concise English		10 per cent
TOTAL		100 per cent

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

11. Content and presentation of the bids

a) Content of the offers

The offer must indicate how candidates meet the criteria listed above, as well as indicate the total price of the consultancy.

Individual candidates

In case of offers submitted by individual candidates, a CV should be attached.

Organisations

In case of offers submitted by organisations a list of the organisation's activities in fields relevant for the tasks to be performed should be attached as well as the CVs of the people who will be involved in the project.

References should also be provided.

Joint tenders

A joint tender is a situation where a tender is submitted by a group of economic operators (natural or legal persons). Joint tenders may include sub-contractors in addition to the members of the group. In case of joint tender, all members of the group assume joint and several liabilities towards the contractor for the performance of the contract as a whole, i.e. both financial and operational liability. Nevertheless, tenderers must designate one of the economic operators as a single point of contact (the leader) for administrative and financial aspects as well as operational management of the contract.

After the award, EVA Akademie will sign the contract either with all members of the group, or with the leader on behalf of all members of the group, authorised by the other members via powers of attorney.

b) presentation of the offers

The offers, including a CV, must be sent by e-mail to:

CER, Cliona Cunningham, cliona.cunningham@cer.be

EVA Akademie, Almut Spittel, almut.spittel@eva-akademie.de

c) deadline

The deadline for offers is on **Friday, 12 April 2024, 12:00hrs.**