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European Transport Workers' Federation  
Fédération Européenne des Travailleurs des Transports  
Europäische Transportarbeiter-Föderation  
Federación Europea de los Trabajadores del Transporte

## TENDER SPECIFICATIONS

### FOR THE EU CO-FUNDED PROJECT

### DISSIMINATING TRAINING MATERIALS FOR A HARASSMENT AND BULLYING-FREE WORKPLACE IN SHIPPING

GRANT AGREEMENT: VS/2012/0406

#### 1. Background

This project is conceived as a follow up to a first joint ETF/ECSA project which was carried out in 2004 with a view to tackle the issue of harassment and bullying. The goal of the original project was to develop ECSA/ETF Guidelines for use by EU shipping companies with the aim of eliminating harassment and bullying at sea and produced a resource for European shipping companies to use to train their personnel in how to deal with harassment and bullying onboard ship. However, it has been shown that the 2004 project did not meet entirely the initial expectations in that regard because cases of bullying and harassment continue to be a significant problem.

The original project was effective in defining the phenomenon “bullying” and “harassment” and on this basis in providing clear guidelines to identify incidents of bullying and harassment. It also provided guidance as to how to tackle this phenomenon. However, the main difficulty remains the eradication of this phenomenon and – once it has occurred how to address it properly – and it is felt that this is primarily due to an insufficient dissemination of the Guidelines and an insufficient use of the associated training materials. In an ongoing spirit to improve working conditions onboard ships, as advocated in several recent Commission documents and agreed by the Sectoral Social Dialogue Committee for Maritime Transport, the maritime Social Partners ECSA and ETF have agreed to update the original project carried out in 2004 and to address its shortcomings specifically with regard to dissemination using up-to-date techniques e.g. the worldwide web.

The 2004 Guidelines on “Eliminating workplace harassment and bullying” will be taken as the basis for discussion between ECSA and ETF towards updating and completing them. Any changes deemed necessary will be made following consultation with representatives from unions and shipowners from both current EU countries plus Croatia as acceding country. To that end a Steering Group – involving 2 experts who will actively assist in the updating process – will be established and will include relevant expertise drawn from the social partners.



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In addition to the updating of the 2004 Guidelines, it is the intention to ensuring a better level of dissemination to efficiently and effectively eradicate bullying and harassment practices. It is also about having a better understanding of it at shipping companies level and a better awareness amongst seafarers in general and victims of bullying and harassment in particular.

## **2. Purpose of the contract**

As with the original project of 2004 on 'Eliminating Workplace Harassment & Bullying', the European Social Partners – ETF and ECSA – have agreed to appoint an external expert to ensure the production and dissemination of the material to be used in the training package.

The reasons for this are that the ETF and ECSA Secretariats need a partner with specific expertise on equal opportunities, diversity and tackling bullying and harassment at workplace. They also lack sufficient human resources to be specifically and solely dedicated to the project. Finally, they do not have the means to produce and implement a whole training package with the materials associated.

The contract will be awarded to the tender offering best value for money, that is to say, to the tender offering the best price-quality ratio, care being taken to avoid any conflict of interest. Any special rules in this connection contained in the call for proposals or any other document governing the grants concerned must be complied with.

## **3. Tasks to be performed by the contractor**

### **3.1 Description of tasks**

The external consultant will have to carry out the implementation of the training package. In that context, it will be entrusted with the following tasks:

- Production of the materials to be used in the training package: design and layout will be provided by the consultant:
  - review and adaptation of the existing DVD and associated materials to ensure their consistency with the revised Guidelines;
  - production of a training video;
  - production of a brochure presenting the updated Guidelines;
- Make the Guidelines as well as the associated training package better and freely available in several EU languages to shipping companies and their employees using modern communication tools such as links from websites of ECSA, ETF, ECSA and ETF members and individual shipping companies and the use of social networks, etc;
- Print of a limited copies of the guidelines for dissemination at the launch of the project results.

### **3.2 Guidance and indications on tasks execution and methodology**

The external consultant will participate - together with the partners of the project - in certain meetings of the Project Steering Group established to coordinate the project and monitor the updating process of the 2004 Guidelines. It will work in close collaboration with the ETF and ECSA Secretariats as well as the experts from Nautilus International and the UK Chamber of Shipping. It will get its guidance from the Project Steering Committee made of representatives of ETF and ECSA.



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## 4. Expertise required

Candidates should meet the following criteria:

- Expertise in equal opportunities, diversity and tackling harassment and bullying at workplace;
- Expertise in audio-visual and corporate communication expertise;
- Expertise in designing training materials;
- Previous experience with the maritime industry;
- Ability to work in English;
- Very good drafting skills;
- Respect of budgetary constraints.

## 5. Time schedule

It is anticipated that the project will run for 12 months as from 1<sup>st</sup> December 2012 until 29 November 2013.

- Preparatory phase:

It is estimated that the selection of the external consultant will take place during the kick-off meeting of the project, provisionally scheduled on 8 January 2013.

- Implementation phase:

A Steering Group meeting provisionally scheduled on 21 March 2013 will assess the outcomes of the consultation and should provide further guidance and help understand what is really expected from the external consultant.

- Finalisation and dissemination phase:

A Steering Group meeting provisionally scheduled on 2 July 2013 will agree on an action plan to allow the widest possible dissemination of the project outputs, thus providing guidance to the external consultant on what shape the training package will take.

The final Conference scheduled on 17 October 2013 will present the outcomes of the project (guidelines in the form of a brochure and the training package to be produced by the consultant)

## 6. Payments and standard contract

The **maximum budget available is € 54 000** (without travels, hotel costs and daily subsistence allowances). The contractor will receive an advance and final payment.

## 7. Selection procedure

### 7.1 Award Criteria

The contract will be awarded to the bid most likely to meet in the most efficient and effective way the objectives of the contract and the criteria as mentioned above. The candidate offering the best value for money and price-quality ratio will be selected, taking care of avoiding any conflict of interest.

### 7.2 Content and presentation of the bids

The bids must indicate how the candidates would perform the tasks listed above in order to meet the objectives of the contract. They will present a draft working plan and indicate the total price of their services. The CV of candidates should also be attached to the bids.

The bids must be sent within 30 days from the date of publication of this call for tender, i.e. by latest 31<sup>st</sup> December 2012.

Bids must be delivered by hand or submitted by either registered mail or e-mail to:



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