

Brussels, 16 March 2021

Call for external expertise

Project title and number: Improving due diligence in practice: an opportunity for workers' involvement, information and consultation and strengthened trade union networks - VS/2021/0077

1. Background

UNI Europa has been awarded a grant from the European Commission to launch a 2-year project called "Improving due diligence in practice: an opportunity for workers' involvement, information and consultation and strengthened trade union networks".

2. Summary of the project

Company human rights due diligence responsibilities are set out in several international standards such as the UN Guiding Principles and the OECD Guidelines and some national-level legislation. There is also an expectation of increasing legal requirements at both national and EU levels.

However, in practice due diligence is often limited, with just over 1/3 of businesses indicating they undertake due diligence which takes into account all human rights and environmental impacts according to the Study on due diligence requirements through the supply chain for the European Commission.

Due diligence as a process has been proven to be even more urgent and essential in responding to the risks workers face during the COVID-19 pandemic. As this crisis has shown, effective due diligence with the involvement of worker representatives will also be necessary to enable the achievement of the European Green Deal.

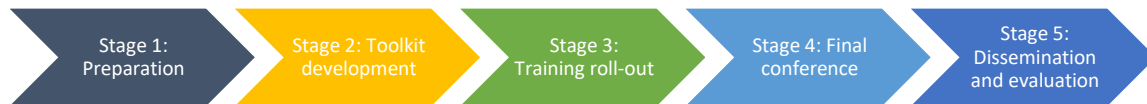
Worker representatives can play an important role in influencing companies to ensure due diligence is adequate to ensure respect for all human rights and particularly for the challenges around rights to freedom of association and collective bargaining.

The project proposes to enable worker representatives, such as members of EWCs or trade union networks, to support robust global due diligence. It will create a toolkit as a resource for participants in the project and beyond.

The project will translate due diligence expectations into practical approaches that EWCs and trade union networks can take together with companies to address common challenges and meet global expectations.

3. Key Project Activities

The work will be organized into five different stages as outlined in the figure below:



Preparatory Stage

Month 1 – 4

The preparatory stage includes:

Recruit the project experts, arrange, and prepare the first meeting of the steering group and organize the high-level workshop.

Stage 2 Toolkit development

Month 5-9

The outcome of this stage will be the development of a toolkit that will equip worker representatives with contextual knowledge and practical guidance to effectively support implementation of due diligence at multinational companies.

Stage 3 Training roll-out

Month 10 – 16

The stage will aim to raise awareness of workers representatives on the concepts of due diligence, enabling them to influence company practice to improve due diligence performance.

Stage 4: Final conference presentation

Month 17-21

The outcomes of Stage 4 are a final conference presentation of the materials developed during the project.

Stage 5: Dissemination of the materials developed during the project and evaluation of the project

4. Project Schedule

Main Events

Dates	Venue	Type of event
01/04/2021 -- 31/05/2021	Brussels/Belgium	Steering Group meeting
01/04/2021 -- 30/06/2021	Brussels/Belgium	High-level workshop
30/06/2021 -- 30/09/2021	Brussels/Belgium	Steering Group meeting
01/11/2021 -- 01/05/2022	Italy	Training Finance
01/11/2021 -- 01/05/2022	Brussels/Belgium	Training Commerce
01/11/2021 -- 01/05/2022	Spain	Training Graphical
01/11/2021 -- 01/05/2022	Germany	Training Property services /Care
01/11/2021 -- 01/05/2022	France	Training ICTS
01/11/2021 -- 01/05/2022	Brussels/Belgium	Steering Group meeting
01/09/2022 -- 30/11/2022	Brussels/Belgium	Final Conference
01/12/2022 -- 31/01/2023	Brussels/Belgium	Steering Group meeting

5. Project Team

UNI EUROPA will be in the lead of the project with an active cooperation of a Steering Group, which will be guiding the project execution.

Moreover, the Steering Group will provide detailed technical analysis of project implementation and guidance for the next steps to follow.

The Steering group will be composed of:

- Trade union representatives from UNI Europa affiliate organisations
- The sectoral UNI Europa directors
- The UNI Europa project manager
- External expertise

6. Tasks to be performed by the contractor

Two external experts will be recruited, this call covers only expert nr 1.

Expert (nr 1) will be recruited to develop the toolkit and conduct the trainings.

There will be a separate call to recruit an expert (nr 2) to Develop the E-learning platform and produce the movies.

Expert nr 1 will have the role of assisting and supporting the UNI Europa secretariat in the preparation of the toolkit, trainings, and the European cross-sectoral conference.

He/she will have to:

- Take part of the preparation of the High-Level workshop and attend the work shop;
- Attend the Steering group meetings;
- Develop the toolkit (written guidance/handbook) based on the proposed toolkit content described in the work program, desk research and interviews;
- Research on the selected sectors and multinational companies based on their corporate reporting;
- Develop training content, material, exercises and presentations based on the toolkit;
- Conduct the trainings;

- Update the toolkit based on feedback from the trainings;
- Take part of the preparation of the final conference and attend the conference;

Expert nr 2 will be an external Communications expert on developing E-learning. (will be contracted by a separate call)

He/she will have to:

- Attend the Steering group meetings;
- Work close to UNI Europa Director of Communication and the Project secretariat;
- Develop the E-learning platform;
- Develop the content of the platform;
- Professional filming and editing;
- Take part of the final conference to present the E-learning platform

Expertise required

The successful contractor will be required to demonstrate knowledge and expertise in the following areas:

- A sound understanding of labour rights, particularly rights to freedom of association and collective bargaining
- Good knowledge and practical experience of the topics of “Business and Human rights” and the process of “human rights due diligence”.
- A good knowledge of how company human rights due diligence responsibilities is set out in several international standards such as the UN Guiding Principles and the OECD Guidelines and some national-level legislation.
- Experience of developing toolkits and conduct trainings
- A record of other similar work
- A proven ability to present to a social partner audience

Time schedule and reporting

According to the grant agreement of the European Commission, the timetable looks as follows:

The project is scheduled to run for 24 months, between February 2021 and January 2023. We anticipate choosing the successful external expert application by the beginning April of 2021 in order to start the preparation stage immediately.

Payments and standard contract

The payments for this work will be made as follows:

- 30% upon signing the contract.
- 40% upon training roll-out.
- 30% upon the end of dissemination phase.

Guidance and indications on tasks execution and methodology

During each stage of the project, the contractor will work in close collaboration with the project steering group. Based on the grant agreement of the European Commission, UNI Europa will give guidance on tasks and methodology as required.

7. Selection criteria

Note that only EU based organisations are eligible.

The work will be awarded to the contractor that best meets the following criteria:

- Their expertise, knowledge and experience in the areas in 2.Summary of the project
- Their record of developing similar toolkits and conduct trainings
- Their track record demonstrating experience of supporting similar projects

8. Price

The maximum price will be EUR 36,000 for this work.

9. Procedure

Interested parties must submit their proposals as soon as possible, but no later than 17:00 on Marc 31st 2021 per email to UNI Europa Commerce Director Annika Flaten annika.flaten@uniglobalunion.org

This initiative has received financial support from the European Union.

