

Call for proposals for e-learning project

Terms of Reference

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Service: Development of E-learning platform and short capsule videos aimed at communicating on the specific project titled: *“Improving due diligence in practice: an opportunity for worker’s involvement, information and consultation and strengthened trade union networks”*.

Background

About UNI-Europa

Headquartered in Brussels, UNI Europa represents 272 national trade unions in 50 countries.

Increasingly, the companies in our sectors operate across borders. Trade union action across borders is essential to ensure workers’ interests are on an equal footing with those of the bosses. Using strength in one place to build a strong workers’ voice across the region is vital for the sustainability of our movement over the long term.

Supermarket workers, IT professionals, cleaners, bank workers, nursing home carers join unions to forward their collective interests. Through UNI Europa, these unions of workers in the services sectors coordinate to build workers’ power. With their joint organising efforts, they work together to embed rooted and inclusive structures for durable progress from the workplace up. They advocate together within different institutional spaces, including the EU, to ensure policies favour working people.

Project background

Companies have a responsibility to ensure that workers’ human rights are respected throughout their operations. Increasingly, business and human rights due diligence laws are clarifying that this responsibility extends to companies’ supply chains. So companies have to take clear steps to ensure that they are not buying products or services that are provided through slave or child labour or that infringe workers’ fundamental rights.

UNI Europa is leading an EU-funded project on *“Improving due diligence in practice : an opportunity for worker’s involvement, information and consultation and strengthened trade union networks”*.

With this project, UNI Europa envisages to:

- raise awareness and improve the knowledge of the due diligence concept by European Works Councils (EWCs) members and experts, workers representatives and members of transnational trade union company networks at multinational

- companies;
- be a pro-active stakeholder to monitor the implementation of the social responsibility policy of the selected multinational companies;
- enable workers representatives to better exercise their mandate towards managements (accurate questions to management, better understanding of business partnership and supply chains, etc.);
- proactively influence the work programmes of the workers representatives on the issues covered in the directive, but also on other aspects that could be the subject of a social dialogue at a transnational / national levels, such as due diligence;
- promote the implementation of due diligence through agreements between companies and workers;
- improve the functioning of existing workers' networks within companies of several selected multinational companies;
- equip worker representatives with contextual knowledge and practical guidance to effectively support implementation of due diligence at multinational companies.

The project involves the following sectors: commerce, graphical & packaging, finance, ICT, property services, care. For each of these sectors, 2-3 global multinationals companies based in Europe will be targeted for the activities developed within the project.

Target audience

The e-learning product will be targeted at trade union representatives relevant to selected multinational companies. They are typically workers within a multinational company who are elected by their colleagues to represent them. Human rights due diligence is an important tool for these key people to do their job effectively. They can use it to ensure that the rights of working people, both those employed directly and those who are subcontracted through the supply chain, are respected.

The project started in January 2021 and will finish in December 2022.

Project specifications

Objectives of the contract

The objective of the contract is to:

1. Develop the E-learning platform to provide a learning opportunity for all UNI Europa's affiliates, in cooperation with UNI Europa's Director of Communications
2. Develop the content of the platform, based on the training video
3. Professional filming and editing
4. Produce pedagogical product with different sections that integrate videos as well as questions and exercises
5. Work close to UNI Europa Director of Communications and the Project Secretariat
6. Attend one Steering group meeting
7. Attend the final conference to present the E-learning platform

Project implementation methodology

We expect that the filming will be done remotely. There should be clear sections which give a structure and a flow to the e-learning product. Then each section can be broken up into chapters comprising of a short video (2-8 minutes), then an exercise.

This should be determined between the contractor and UNI Europa during the first coordination meeting.

Contract's timeframe

The contract will consist of the following deadlines:

1. Kick-off meeting upon the signature of the contract (April 2022 – tbc)
2. Prepare a draft of the E-learning platform's concept, in cooperation with UNI Europa's Director of Communications (May 2022)
3. Present a plan of short movies production as well as associated questions and exercises (June 2022)
4. Produce the films and produce the e-learning platform (June-September 2022)
5. Launch the E-platform and presentation at the final conference (October 2022)

Organisation of the contract

UNI Europa will contribute by providing:

1. An introduction to the toolkit already developed in the project
2. Access to all necessary background documents;
3. Feedback to the draft E-learning platform concept and to the production plan of short movies;
4. All necessary contacts and make introductions to the various stakeholders when needed
5. Project back-stop support

The contractor is invited to plan **at least three coordination meetings** with UNI Europa, which can take place online or at UNI Europa's office:

1. Kick-off meeting: assure good understanding of the objectives of the contract, of the scope and nature of the project, and of the background documentation available for the implementation of activities: at the signature of the contract;
2. Present the E-learning platform concept draft for feedback by UNI Europa and short movies production plan;
3. Presentation at the final conference

Contractor profile

- a) The Contractor should have demonstrated experience with filming, video production, e-learning platform conception, communication activities
- b) The ability to read documents and make a public presentation in **English is mandatory**.

Technical specifications

Language. All deliverables shall be provided in English. The Contractor shall be responsible for correct language and grammar. Documents with apparent mistakes in spelling, grammar, or style shall be rejected. Deliverables will be translated in at least 5 other languages which cost will be covered by UNI Europa. Therefore, it should be technically possible to add subtitles or other language versions.

Format. All deliverables shall be delivered electronically in the final e-learning integrated format. It should be able to be integrated into [UNI Europa's website](#) (WordPress).

Intellectual property and data protection. The Contractor shall ensure the compliance of all deliverables, or their constituent parts, with applicable intellectual property legislation and personal data protection legislation.

Costs. The suppliers are invited to communicate a final price including all fees, costs, charges or other expenses in their offer.

How to apply

Contractor selection process

Interested parties are invited to submit the following documentation:

1. A **cover letter** (1 page maximum);
2. Proof of the **company registration**;
3. A **technical offer** including a proposal of the steps to follow (i.e. preparatory analysis, review the content provided, filming phase, online platform implementation) and their objective;
4. A **financial offer** with the expected cost, including any direct costs (e.g. staff cost or fees)
5. An indicative **list of past contracts** or projects organized demonstrating the bidder's background and experience relevant for the assignment.

Selection criteria

Uni Europa will select an offer providing the most advantageous combination of cost, quality and sustainability to meet requirements.

Pre-selected candidates will be invited for an interview, in person or online.

Contact

The bids, and any other communication related to the tender, shall be sent to the e-mail address projects.europa@uniglobalunion.org with Video Project Due Diligence in the title of the email.

Deadlines

Interested consultants shall submit their bids no later than by 3 April 2022.

Selection

Pre-selected candidates by the selection committee will be contacted on 11 April 2022. All bidders will be informed about the result of the selection process after this date.