

Brussels, 17 December 2024

CALL FOR EXTERNAL EXPERTISE
Trade Unions for Better Public Transport (TU4BPT)
Project No.101192196

Phase 2: Delivery of Training Workshops on trade union advocacy for better Public Transport

1. Background

The urban public transport sector faces a severe worker shortage exacerbated by the COVID-19 pandemic. Passenger numbers have rebounded, but employment levels remain critically low, impacting service and work quality and limit the expansion required for a sustainable modal shift. This project aims to address these challenges by developing guidance and training materials that empower workers and their organizations to engage effectively with these issues and promote quality work. This can be through social dialogue and more broadly to advocate for a fair transition in public transport in the context of workforce shortages, twin (green and digital) transition and sustainable urban mobility planning.

2. Purpose of the Contract

The project will have two external experts, the first expert will be required to develop the written training/guidance material and a second expert who will be responsible for providing training based on training/guidance material. The first expert will be sought at the same time as this call. **We welcome applications for both roles, but this call is specifically for a trainer(s) with expertise in industrial relations and trade union advocacy who will be responsible for organising and running the training workshops.** This contract seeks to engage external expertise to deliver guidance and training materials through regional workshops. Previous public transport training experience would be an advantage but is not a requirement.

3. Tasks to be performed by the expert

3.1 Description of Tasks

The expert will be required to lead on all tasks in Phase 2: 'Implementation and Training'

These will include:

- Implement training/guidance material through training workshops
- Adapt guidance material to local and national needs
- Support worker organisations in implementation of the material
- Support worker organisations in a practical way with their local advocacy through advocacy training materials and workshops
- Developing training plans for regional workshops
- Developing a user guide for public transport trade unions and their members



- Plan and organise workshop including room bookings and logistical support to attendees
- Regularly report progress to the Project Steering Group and at other events as required
- Manage handover from consultant on phase 1 'development of guidance/training material' of the project to this phase 2 'training and implementation'

3.2 Guidance and indications on task execution and methodology

The external expert will be working under the guidance of and in close cooperation with the Urban Public Transport Steering Group and in particular the Policy Officer for Urban Public Transport and Head of Land Department of the ETF.

4. Expertise Required

The tenderer shall prove his/her expertise with examples of his/her work. The contract will be awarded to tenderers that can prove they can fulfil the following criteria:

- Excellent command of written and spoken English
- Proven experience in delivering advocacy training for workforce organizations.
- Sound knowledge of industrial relations, labour market trends and twin transition
- A deep understanding of the principles and values of trade unionism.
- Knowledge of EU policy around urban mobility
- Knowledge of twin transition concepts
- Knowledge of public transport is an asset
- Respect for budgetary constraints

The expert can be an individual, an organisation or a consortium made up of several entities.

5. Deliverables and Timeline

The project aims to start on February 3, 2025 with Phase 1. This Phase 2: Implementation and Training will commence in September 2025 and run until December 2026. The following reporting deadlines and milestones will apply:

- **Second Steering Group Meeting: September 10, 2025**
- **Southern Regional Workshop: Q4 2025**
- **Northern Regional Workshop: Q1 2026**
- **Third Steering Group Meeting: Q1, 2026**
- **Central Regional Workshop Q2 2026**
- **Eastern Regional Workshop Q3 2026**
- **Closing Steering Group Meeting Q4, 2026**





7. Payment Terms

Payments will be structured as follows:

- 30% upon contract signing.
- 35% upon delivery of tailored training material and plan for workshops
- 35% upon completion of the contract

A standard contract template can be received upon request. The maximum budget available (covering all taxes including VAT¹) is **30,200 EUR**. This amount does not include travel, hotel and subsistence costs that will be covered by the ETF separately.

8. Selection Criteria

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

Criterion	Description	Value
Price	Best value for money	20%
Quality and expertise	Proven expertise in: <ul style="list-style-type: none">- Proven experience in delivering advocacy training for workforce organizations.- Excellent command of written and spoken English- Sound knowledge of industrial relations, labour market trends and twin transition- A deep understanding of the principles and values of trade unionism.- Knowledge of EU policy around urban mobility- Knowledge of twin transition- Knowledge of public transport is an asset- Respect for budgetary constraints	40%
Approach, clarity	Structured and open approach	30 %
Language	Ability to write and speak in clear and concise English	10 %
TOTAL		100 %

A proof of sound finances can be requested by the bidder.

¹ Services delivered from outside of Belgium are subject to Belgian 21% VAT which must be considered as part of the total price





9. Content and presentation of the bids

9.1. 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.

9.2. Presentation of the offers

The offers, including a CV, must be sent to Conor Farrell, Policy Officer for Urban Public Transport at c.farrell@etf-europe.org.

9.3. Deadline

The deadline for offers is Friday 24th January 2025

