

European Federation  
of Building  
and Woodworkers



## **TENDER SPECIFICATIONS**

**External expertise for the project  
“SIDE-CIC” – Social Identity Cards in Construction**

*(Project ref. 101102408)*

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### 1. Introduction

This tender call seeks a dedicated and skilled **Coordinating Expert** to contribute to the Social Identity Cards in Construction (SIDE-CIC) project. The SIDE-CIC project is an innovative initiative of the recognised social partners for the construction sector, the European Federation of Building and Woodworkers (EFBWW) and the European Construction Industry Federation (FIEC) with a goal to enforce EU rules, foster fairer mobility and create a more transparent environment for workers, employers, and labour authorities in Europe's evolving construction industry.

The project will last 24 months starting on 1 July 2023. All the tasks foreseen must be undertaken within this time schedule.

## 1.1. Background of SIDE-CIC project

Rapid technological advancements and shifts in workforce demographics have significantly transformed Europe's construction industry, presenting both opportunities and challenges. The SIDE-CIC project seeks to harness digital technology to improve the transparency and identification of workers and companies in the increasingly fragmented construction industry of the EU.

The project proposes a comprehensive mapping of current social identity card schemes across the EU, particularly within the construction sector, to assess opportunities, challenges, good practices, and the feasibility of interconnectivity among existing schemes. Further, a feasibility study will focus on examining the legal and technical frameworks supporting these schemes and will identify potential regulatory gaps in the EU framework. This information will inform a future pilot project to test the practicability of the findings.

## 1.2. Role of Coordinating Expert in the Project

The **Coordinating Expert** plays a crucial role in orchestrating this multifaceted project, ensuring smooth communication, and offering strategic guidance to various stakeholders. The role involves coordinating regular Steering Group meetings, preparing meeting documentation, and maintaining an accurate record of the proceedings. The role also includes a report with the mapping of the existing Social ID cards in construction. As the Coordinating Expert, you will play a vital role in shaping the future of Europe's construction industry by contributing significantly to the SIDE-CIC project's success.

## 2. Objectives of the SIDE-CIC Project

The first cornerstone of SIDE-CIC is a comprehensive mapping exercise of the existing social identity card schemes in the European Union, with a particular focus on the construction industry. This pivotal task will guide future actions, providing a clear understanding of the current landscape, the operation of these schemes, and their scope. It will document the opportunities and challenges, including issues like the mutual recognition of information made available through national schemes, the potential interconnection of existing platforms, and the extent of coverage of these cards for various stakeholders. This mapping process will lay a solid foundation for the project's subsequent phases by identifying what does and does not work in the current scenario and suggesting where improvements can be made.

Following the mapping exercise, SIDE-CIC aims to conduct a thorough feasibility study. This investigation will address the legal and technical frameworks of existing card schemes and highlight any possible regulatory gaps in the EU framework. With a focus on the

interoperability of the cards, it will analyse the data requirements and examine the quality of this data for a potential unified framework.

In line with our mission to create a transparent environment for all involved parties (workers, companies and enforcement authorities), the project intends to use these findings to propose a framework for interoperability and the development of new schemes. By providing this comprehensive perspective, SIDE-CIC will serve as a catalyst to improve the working conditions of the construction industry at a transnational level, promoting social fairness and compliance with EU regulations.

The ultimate goal of SIDE-CIC is to inform a future pilot project based on the findings of these exercises, with the intent to practically demonstrate their applicability and forge a path towards an integrated, transparent, and equitable construction industry across Europe. The Coordinating Expert, who will play an integral part in achieving these objectives, should thus possess an understanding of the legal and technical aspects of the project and share our commitment to its mission and goals.

### 3. Tasks of the Coordinating Expert

The Coordinating Expert will be assisting in the steering of the SIDE-CIC project towards its objectives. They will be responsible for managing, coordinating, and communicating project activities, and must bring with them excellent organisational skills, ability to find compromises where project partners may disagree and an understanding of the project's aims and objectives.

The Coordinating Expert will be responsible with the task of conducting the mapping of the existing systems of Social ID cards as applicable to the construction industry in various EU member states.

#### 3.1. Description of the Tasks to be Performed

In the framework of the SIDE-CIC project, the Coordinating Expert holds a pivotal role, tasked with ensuring smooth implementation of project activities, providing guidance to the project partners and external experts as well as managing coordination across the project's different phases.

Key tasks encompass:

- Assisting in the organisation and coordination of Steering Group meetings,
- Providing support in the selection of external experts,
- Undertaking a mapping exercise of social identity card schemes across EU member states, providing an overview of the legal and technical frameworks of these schemes in preparation for the next phase of the project.

The subsequent subsections detail these responsibilities, outlining the role and tasks of the Coordinating Expert.

#### 3.1.1. Steering Group Meetings

The Coordinating Expert will be entrusted with **assisting the coordination of regular Steering Group meetings with project partners, external experts, and Steering Group members**. In collaboration with the project partners, the role will include helping to **prepare meeting invitations, agendas, and any necessary documents in advance** of each meeting, ensuring all stakeholders have a clear understanding of the objectives, activities, and methodologies of the project.

During these meetings, the Coordinating Expert will **take notes and prepare meeting minutes, highlighting key discussions, decisions, and action points**. These minutes must be made available **to participants within two weeks following each meeting**. The Coordinating Expert will also maintain a record of all meeting documentation, providing a clear, structured narrative of the project's progress.

#### 3.1.2. Providing support for the selection of external experts

The Coordinating Expert will also have a role in the selection of external experts to carry out the research study, providing them with guidance and feedback on the content, objectives, and methodology. He/she will also be involved in setting the objectives, methodology, and content of the social partner experts' workshop and the dissemination conference, including the identification of keynote speakers/national experts.

#### 3.1.3. Mapping Exercise of Social Identity Card Schemes

The Coordinating Expert will undertake a comprehensive mapping exercise as a fundamental component of the project. This exercise will focus on social identity card schemes in the construction industry across all EU member states, exploring the legal framework and the technical operations of these systems.

Specific tasks include:

- Conduct a thorough review of the existing social identity card systems within the construction industry across EU member states.
- Engage with national experts to gather pertinent data and insights
- Prepare a clear report presenting the findings of the mapping exercise, detailing overviews of social identity card schemes in each EU member state as they apply to

the construction sector, as well as an assessment of the effectiveness, strength and weaknesses of the existing systems.

- Present findings from this mapping exercise at a 'kick-off meeting'.

If the Coordinating Expert intends to subcontract some of these tasks, this shall be done in agreement with the Steering Group and in accordance with EU project funding rules.

Beyond the initial mapping exercise, the Coordinating Expert's responsibilities continue as he/she will be expected to update the mapping report as the project progresses. The mapping exercise will serve as a robust foundation for subsequent project phases, notably the legal and technical reports and feasibility studies. This in-depth understanding of the current landscape of social identity cards within the construction industry will aid in the execution of all project activities, ensuring a successful progression of the project.

### 3.2. Required Expertise

The successful applicant should possess excellent organisational and management skills, with a demonstrated capacity for coordinating complex projects with multiple stakeholders. The Coordinating Expert will need to communicate effectively with a broad range of individuals, including project partners, external experts, and members of various trade unions and employer organisations. They should be able to grasp both the legal and technical aspects of the project in order to guide and provide feedback to the external experts carrying out the legal and technical reports and feasibility studies.

The Coordinating Expert will be a point of contact for the members of the steering group and of the experts in the framework of the SIDE-CIC project, providing the necessary coordination and communication to ensure the project's success. As such, this role requires a dynamic and highly motivated applicant with the expertise and determination to drive the project towards its objectives.

## 4. Contract Details

A contract will be formed between the EFBWW and the chosen Coordinating Expert, in compliance with the financial regulations of the European Commission.

The chosen Coordinating Expert must not form any subcontract without the EFBWW's written prior approval. Any such subcontract must contain equivalent ("back to back") obligations and forbid any further subcontracting.

The EFBWW will submit to the chosen consultant a draft contract that includes "back to back" obligations from the agreement between the European Commission and the EFBWW. This will also apply to relationships between the Coordinating Expert and any approved subcontractors.

## 5. Time Schedule and Reporting Requirements

The time schedule for the SIDE-CIC project's activities is defined within the project description. This schedule, however, is subject to modification as directed by the project's Steering Group. It is the responsibility of the coordinating expert to ensure that its tasks are completed within the given timeframe that aligns with instructions from the Steering Group.

The Coordinating Expert is also expected to maintain consistent communication with the EFBWW's project manager on the following key issues:

- a) The organisation of the Steering Group meetings, ensuring that each meeting is well-structured and conducted in an efficient and effective manner.
- b) The preparation and dispatch of draft versions of key project documents to the members of the Steering Group, guaranteeing that these drafts are circulated in a timely manner to allow for thorough review and input.
- c) The preparation and coordination of regular interim meetings with the project manager, enabling the timely resolution of any issues or concerns and ensuring the steady progress of the project.

## 6. Methodology for Coordination and Communication

The SIDE-CIC project coordination and communication will be managed by the Steering Group, with the support of the Coordinating Expert. The Group will consist of representatives from European social partners involved in the construction industry. The Coordinating Expert has the essential role of facilitating and attending the Steering Group meetings throughout the course of the project. There are a total of six Steering Group meetings planned (as per provisional timetable attached), and it is anticipated that the Coordinating Expert will participate in all of these, alongside any other necessary seminars.

## 7. Payment Terms

Payments for the services rendered will be executed in accordance with the European Union's Financial Guidelines. The coordinating expert will receive remuneration once the assigned tasks have been performed satisfactorily and approved by the steering group. This approval will be confirmed through the submission of invoices by the service provider after the completion and acceptance of the tasks. The invoices should detail the services provided.

## 8. Selection Criteria for the Coordinating Expert

The Coordinating Expert will be chosen based on the following criteria, in line with the provisions of the Public Procurement Directive 2014/24/EU, Article 58:

- a) Eligibility to perform the professional activity;
- b) Economic and financial stability;
- c) Technical and professional competence.

Please note, any tenders failing to meet all of the above criteria will not proceed to the next stage of the selection process. Furthermore, bids exceeding the defined maximum budget for this project will be automatically excluded. It is crucial that tenderers ensure their submissions are compliant with these requirements to be considered for the role.

## 9. Award Criteria

The contract will be conferred to the applicant whose tender offers the most economically advantageous solution, considering the following factors:

- Expertise in labour market issues related to the construction industry (30%)
- Project management and organisational capabilities (20%)
- Prior experience working with social partners (20%)
- Quality and breadth of the network of national experts (15%)
- Language (EN) and communication skills (10%)
- Price (5%)

Given the project's co-funding by the European Commission, contracts will not be awarded to any bidder whose tender surpasses the amount endorsed by the European Commission for this task, i.e., 50,000 Euros (amount is inclusive of VAT and all social charges).

*Note: the travel and accommodation costs for the expert(s) for participating in the Steering Group meetings, in the workshops, in the final conference will be reimbursed to the selected service provider by EFBWW separately (within the limits of the European Commission's rules) on the basis of original proofs of expenses provided to the EFBWW. Such costs should therefore NOT be taken into account in the price submitted to this call for tenders.*



## 10. Content of the tenders

We invite all interested parties to submit their tender which should include the following elements:

- a) The proposed structure and methodology for achieving the project objectives and carrying out the anticipated tasks.
- b) A detailed pricing structure or offer for the project.
- c) The curriculum vitae of the individual(s) who will be involved in the project, demonstrating relevant expertise and experience.
- d) Examples of similar projects or initiatives that the tenderer has undertaken previously, to illustrate their ability to deliver on the project requirements.

All tenders must align with the specifications laid out in the previous sections of this call for tender.

In addition, we welcome any suggestions, proposals, or innovative solutions that tenderers may have for achieving the goals of the SIDE-CIC project. We appreciate fresh perspectives that may enhance the project's effectiveness and impact.

## 11. Tender Evaluation Procedure

The economically most advantageous tender will be identified by the evaluation of each award criterion on a scale between 0 and 10. These results will be counted using the relative ponderation indicated in % behind the award criteria.

## 12. Instructions for Submission of Tenders

Interested parties should send their bid via one of the following methods:

- a) via e-mail to [jcornah@efbww.eu](mailto:jcornah@efbww.eu) (with [gdpr@efbww.eu](mailto:gdpr@efbww.eu) in cc) not later than 15 September 2023, or,
- b) by registered mail posted no later than 15 September 2023 (date as postmark), to the following address:

EFBWW  
f.a.o. Jonathan Cornah  
Rue Royale 45/1  
1000 Brussels  
Belgium

or,

- c) delivered by hand, i.e. by delivery in person or by an authorised representative (including private courier services) no later than 15 September 2023 at 4 p.m. at the same address. Late delivery may lead to the exclusion of the tender from the award procedure for this contract.

For tenders submitted by private courier services and hand delivered requests, the EFBWW secretariat will sign a receipt stamped on the date of reception, which will serve as proof of delivery.

### 13. Additional Information

Any request for additional information must be sent in writing to EFBWW at the following e-mail address: [jcornah@efbww.eu](mailto:jcornah@efbww.eu).

Alternatively, information may be requested by mail through the following addresses:

- EFBWW, Rue Royale 45/1, Bruxelles 1000, Belgique

The response(s) will be sent to all tenderers by electronic mail.