



**ETUCE Call for tenders to
Subcontract external expertise to carry out research service for the
EU-Project 101191862 — Teaching Around the Clock**

Brussels, 20 January 2025

ND/le/10410

1. Background

The expert work to be carried out is part of the project *“Teaching Around the Clock: Unveiling the Reality of Working Time and Compensation for Teachers in Europe”* (supported by the European Commission under the Call SOCPL-2023-INFO-WK (Support for social dialogue – information and training for workers), a two-year initiative ending in December 2026.

The European Trade Union Committee for Education (ETUCE) is a federation of 127 education trade unions in 51 countries and represents more than 11 million teachers at all levels of education (pre-primary, primary, secondary, and higher education, vocational education, and training). ETUCE is the European Region of Education International, the global umbrella organisation of education unions. ETUCE is also a European Trade Union Federation within the European Trade Union Confederation (ETUC). ETUCE is a social partner and the representative voice of education trade unions in Europe. Its main objectives are to support teachers to strive for appropriate working conditions, e.g. workplace, working time, workload, social protection, gender equality, to represent the interest of teachers vis-à-vis the EU Institutions, to promote high quality education for all in Europe and to inform the national education unions and respective affiliates about the development in the EU policies in education and employment.

This project aims at identifying and examining the evolution of working time arrangements across Europe in the education sector. Working time patterns and relative regulations have a considerable impact on the labour market and on job creation and retention in education. Namely to focus on labour market fragmentation across levels of education (primary, secondary, tertiary, VET) and across public and private education providers. The unclear organisation of working time of teachers and researchers is closely linked to several aspects of their working conditions, such as salaries, gender-pay gap, occupational health and safety, and work-life balance. The organisation of working time in education is among the main elements contributing to decrease the attractiveness and the status of the teaching profession. Complementing these objectives, the project contributes to analyse the division of working time related to teaching and non-teaching tasks of teachers and researchers. In

fact, there exists a variety of arrangements, depending on the contractual nature teachers and researchers' positions, that recognise in different ways the non-teaching tasks they are required to normally perform. To this purpose, also the impact of digital tools and services on performing ancillary tasks needs to be assessed as an element that potentially leads to an increase of non-teaching tasks during and outside working hours.

The project's primary objectives are:

1. To identify and examine the evolution of working time arrangements across Europe in the education sector. Working time patterns and relative regulations have a considerable impact on the labour market and on job creation and retention in education. Namely to focus on labour market fragmentation across levels of education (primary, secondary, tertiary, VET) and across public and private education providers. The unclear organisation of working time of teachers and researchers is closely linked to several aspects of their working conditions, such as salaries, gender-pay gap, occupational health and safety, and work-life balance. The organisation of working time in education is among the main elements contributing to decrease the attractiveness and the status of the teaching profession;
2. To analyse, complementing the previous objective, the division of working time related to teaching and non-teaching tasks of teachers and researchers. In fact, there exists a variety of arrangements, depending on the contractual nature teachers and researchers' positions, that recognise in different ways the non-teaching tasks they are required to normally perform. To this purpose, also the impact of digital tools and services on performing ancillary tasks needs to be assessed as an element that potentially leads to an increase of non-teaching tasks during and outside working hours;
3. To prepare education unions and to strengthen their capacity to successfully address changes in employment and work of the teaching profession and in social dialogue in the education sector by committing education unions to be more active in promoting national social dialogue and to represent the needs of new and young teachers through professional development and members' education.

More information on the ETUCE projects is available at: www.csee-etuce.org.

2. Purpose of the contract

In the framework of the project, subcontracted research experts will provide an accurate comparative analysis of available data and regulatory acts related to working time in all EU Member States in the education sector and across all levels of education. To complement this study and create a general categorisation of the main models of working time arrangements, the research team will also regroup countries by their main features related to teachers' working time. The researcher will then select a limited number of countries that represent each cluster and conduct in-depth interviews with the national education trade unions in order to develop a critical assessment of each model.

3. Service to be provided by the subcontractor

The Subcontractor in this project will have the following tasks:

1. Preparing the desk research report (T2.1) by:

- a) Discussing the objective and the structure of the research with ETUCE, in consultation with the Advisory Group;
 - b) Presenting the desk research and literature overview;
 - c) Presenting the draft final research report to the project leaders and the project Advisory Group;
 - d) Finalising the final research in consultation with the project Advisory Group and ETUCE Secretariat;
 - e) Drafting a 2/3-page executive summary with theoretical framing of the issue and the main insights from the final report;
 - f) Supporting and informing the project with research expertise throughout the project implementation (i.e., AG meetings and training conferences).
2. Conducting the case study interviews (T2.2) by:
- a) Discussing the objective and the structure of the case study interviews with ETUCE, in consultation with the Advisory Group;
 - b) Conducting the case study interviews with selected ETUCE member organisations' representatives;
 - c) Collecting and analysing the answers from ETUCE member organisations;
 - d) Presenting the interviews results to the project partners and AG members and discussing their implementation into the project activities and final research report.

4. Expertise, experiences, and skills required

ETUCE requires the Subcontractor, providing an external and objective scientific perspective and expertise on the issue at stake, to carry out a literature review, desk research and to map-out through direct contacts with education trade unions and participation in kick-off conference, the social dialogue seminars, and the closing conference, to have the following skills:

- Research expertise on addressing labour market changes and working time regulatory frameworks – 20%;
- Experience with research on education policy making and/or on social partners in education and industrial relations – 20%;
- Proven experience with qualitative analysis in the social field – 20%;
- Understanding education social partners need on working time arrangements in the education sector – 10%;
- Ability to meet budget allowance – 10%;
- Management experience in a project team, preferably, for EU funded projects – 10%;
- Ability to meet deadlines and ensure participation in the project activities – 10%.

5. Time schedule and reporting

The Subcontractor contributes to the successful development of the project by actively participating at project events in Italy (December 2025) and Denmark (November 2026) and to the project's Advisory Group meetings.

The research kick-off starts after the signature of the contract by the two parties. Considering inputs from the Advisory Group, the Subcontractor is expected to deliver the desk research report (T2.1) by

November 2025, and the final research report including the results of the interviews with education trade unions' representatives (T2.2) by November 2026.

The project Advisory Group is the body entitled to guide the project and the research implementation as concerns its organisation and evaluation.

6. Payments and standard contract

The contract signed between ETUCE and the Subcontractor is subject to the Grant Agreement signed between ETUCE and the European Commission for this project initiative.

Payment of the fees defined in the contract will be made in two instalments dependent on the expert carrying out the relevant stages of work as listed above:

1. A first instalment amounting to 50%, issued after the contract signature and the submission of a duly filled-in invoice.
2. A second instalment for the remaining payment issued after completion, delivery, and approval by ETUCE of the final outcomes upon submission of a duly filled-in invoice.

Payments will be done by bank transfers to a bank account for which the Subcontractor will communicate the full details.

The contractual agreement is based upon and regulated by the European Commission's rules, provisions and requirements as set out in the project agreement with the European Commission, DG EMPL and applicable Belgian law. The Subcontractor is obliged to fulfil the described tasks and duties of work to receive the final payment according to the contract.

ETUCE has the right, based on Belgian Law, to terminate the contract when the Subcontractor cannot perform the agreed tasks and duties accordingly.

Any conflicts of interests or disputes concerning the validity of this arrangement, the construction of its terms, and the interpretation of the rights and duties of the parties in the contract shall be governed by Belgian Law.

The contract may not be transferred without the parties' written agreement.

5. Price

5.1 Agreed amount

Subject to change by the European Commission in the final Grant Agreement which is to be established between the European Commission and ETUCE for the purpose of this project, the total amount that the expert will receive in compensation for the tasks described here above during the project lifetime (01/01/2025 – 31/12/2026) will be of maximum 75.000,00 € including all taxes (such as, e.g. VAT).

5.2 Other arrangements

Expenses: The expert is reimbursed, on receipt of full documentation according to European Commission requirements, the travel – economy flights and train tickets – and accommodation expenses, and transfer to and from airport (by public transportation, taxis not reimbursed) for the participation of 1 person in the preparatory meetings, advisory group meetings, seminars and the final

project conference as project expert. These tasks are those previously set up in the Description of the Action only subject to the changes that may be decided by the Advisory Group.

However, any additional expenses necessary for implementing the research services and if necessary, any extra travelling people must be included in the budget proposed by the subcontractor in the bid.

Processing personal data: The contracting party accepts that the subcontractor is free to use the data collected and the reports written in this project as part of their own academic reports and articles, as long as they include the relevant reference to the project.

However, to respect the modernized Convention 108 (the regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000) and EU General Data Protection Regulation (GDPR) on the protection of individuals regarding the processing of personal data by the Community institutions and bodies and on the free movement of such data:

- The Subcontractor must process personal data under the agreement in compliance with applicable EU and national law on data protection (including authorisations or notification requirements);
- The Subcontractor may grant its personnel access only to data that is strictly necessary for implementing, managing, and monitoring the agreement;
- The Subcontractor must adopt appropriate technical and organisational security measures having regard to the risks inherent in the processing and to the nature of the personal data concerned.

6. Selection criteria

All received bids are analysed against the evaluation grid based on the outlined requirements.

The selection will be based on:

- 1) acceptance of the price offering the best price-quality ratio and
- 2) on the availability during the two-year project for the requested tasks.

The Subcontractor is selected according to the standards of selection that have been developed by ETUCE. Main selection criteria are the expertise and capacity to deliver the work tendered for, the price-quality relation, the methodological quality and the tenderer's work experience.

7. Award criteria

The contract will be awarded to the tenderer whose offer ensures the best value for money and no conflict of interest, considering the following criteria:

1. Evidence tracks record of professional experience with research in the field of industrial relations and/or educational issues (at European and national level)
2. Language capacity
3. Understanding of the nature of the assignment
4. Capacity to work in a team project
5. Ability to meet deadlines
6. Ability to meet budget allowance

7. Availability to attend meetings

It should be noted that the contract will not be awarded to a tenderer who receives less than 70% on the award criteria.

8. Content and presentation of the bids

1.1 *Content of the bids*

The bids should contain a CV and a portfolio with a detailed explanation of the qualifications and the expertise of the potential subcontractor, (e.g. information on references from the subcontractor on similar projects already handled, to demonstrate their experience and capability to succeed in performing the tasks as set out in item 2 of this tender).

The bids should include a detailed description of the methodology and tools applied to implement the research activity as well as a project plan with detailed time and cost planning (in EURO).

The external expert is requested to send a budget listing the costs by task including a fair estimation of the number of working days and the number of people participating in the tasks and those extra travelling if necessary.

The tender bid must be drawn up in accordance with all the tender requirements set out in this call for tender. They must be accurate and concise and clearly show the tenderer meets the requirements and is able to provide the services on the terms stipulated.

1.2 *Presentation of the bids*

Replies must be presented electronically via email **by Friday 14 February 2025 (noon, CET)** at the latest to:

ETUCE-CSEE

Subject: External Research expertise for EU Project 101143483 — Your Turn 2

Bd. Bischoffsheim 15, 6th floor

1000 Brussels, Belgium

E-Mail: secretariat@csee-etuce.org

9. Selection of the bids

The evaluation and selection of the bids will be made by the ETUCE Secretariat in consultation with the project Advisory Group in accordance with the requirements set out in this call.