

Contributing to an Attractive, Smart
and Sustainable Working Environment
in the Shipping Sector (WESS)



Co-funded by
the European Union

Call for proposals: VP/2019/001

Budget heading: 04 03 01 08 – Industrial relations and social dialogue

Agreement Number: VS/2020/0022

Contributing to an Attractive, Smart and Sustainable Working Environment in the Shipping Sector

Implementing part of the SSDC work programme



Call for Tender

Dear Sir/ Madam,

If you wish to participate in this invitation to tender, you are asked to submit your bid by **Tuesday 15 September 2020 (12.00 midnight Brussels time)**.

You may do this by e-mail to Claudia Vella Casagrande (VellaCasagrande@ecsa.eu) copying Penny Serveta (serveta@ecsa.eu) for ECSA and to Lotte Ockerman (l.ockerman@etf-europe.org) copying Estelle Brentnall (e.brentnall@etf-europe.org) for ETF by Tuesday 15 September 2020 (12.00 midnight Brussels time).

One copy of the bid is sufficient. Bids must be (electronically) signed by the tenderer or his duly authorized representative and clearly legible to eliminate any possible doubt as to wording or figures. Tenderers will be informed of the outcome of their bid. Contracting body will be European Community Shipowners' Associations (ECSA) vzw/asbl.



Tender specifications for subcontracting external expertise

1. Title of the contract

Scientific expertise on: ***Investigating the Increased Use of Digitalisation On Board and Possible Benefits/Improvements to Shipboard Safety and Welfare***

2. Background

The increased use of digitalisation on board ships is 'evolutionary not revolutionary'¹. This increased digitalisation and automation, as well as the new environmental requirements are changing the maritime industry and affecting the maritime professions. They have direct implications in terms of training and skills, the nature and structure of on board roles, working conditions, safety and security, and the overall well-being of seafarers.

While it may eventually lead to certain operational tasks being shifted ashore, it will also bring possibilities to enhance the safety of navigation and the working safety of the seafarers. Although, it is impossible to know what the future seafaring will look like or what the exact timetable of the development steps ahead, the safe and efficient development of the industry requires that the skills of the seafarers, level of technology and scope of the rules and regulations be in balance and evolve simultaneously. Therefore, all these transformations require close attention from ECSA and ETF, the EU recognised social partners representing the interests of employers and employees in the Social Dialogue Committee for the Maritime Transport sector.

In their [Work programme for the Sectoral Social Dialogue Committee for maritime transport 2020-2022](#), ECSA and ETF have reaffirmed the importance of prioritising efforts that contribute to an attractive, smart and sustainable working environment in the shipping sector and agreed to do so jointly through the so-called WESS project². WESS has started its work on 1 March 2020 and will be implemented over the next 24 months.

3. Purpose of the Contract

With this tender, ECSA and ETF aim to contribute to an attractive, smart and sustainable working environment in the shipping sector through the implementation of a number of activities within Pillar 1b. This Pillar aims to respond to the evolution of the shipping sector towards a more digitalised environment and support the work of the joint ECSA-ETF working group on Health and Safety, which will act as Project steering Group 1. In particular, the purpose of the contract is to outsource a research

¹ WMU report commissioned by ITF entitled: "Transport 2040: Automation Technology Employment - the Future of Work"

² More information and regular updates on WESS can be found on the dedicated [ECSA](https://www.ecsa.eu/WESS) and [ETF](https://www.etf-europe.org/activity/8045-2/) webpages, <https://www.ecsa.eu/WESS> and <https://www.etf-europe.org/activity/8045-2/>.



into the usage of digitalisation to improve on board safety³ and welfare. Therefore, these tasks will be outsourced to a (group of external) consultant(s) to be selected following a transparent selection procedure, carried out according to the rules set out in the European Commission's call for proposals⁴.

4. Tasks to be performed by the Contractor

4.1 Description of tasks

As explained in Chapter 3, an expert or group of experts are sought to conduct research and ultimately deliver a report which investigates the increased usage of digitalisation to improve on board safety and welfare.

It will consist of mapping out experiences gained in the context of digitalisation and automation, and identify possible benefits/improvements to be gained in terms of on board safety and wellbeing. The research will furthermore try to identify best practices of usage of digitalisation to improve on board safety and welfare.

In particular, the research will try to investigate and analyse the impact of digitalisation and automation on board by considering the following indicative list of question which would allow to identify good practices and trends with regard to usage of digitalisation and automation in improving occupational on board safety and wellbeing:

- What are the examples of increased digitalisation and automation on board?
- How will increased digitalisation and automation impact occupational health and safety and wellbeing on board? Consideration of examples where it has already been done would be important.
- Has digitalisation and automation the potential to improve on board occupational health & safety and seafarer wellbeing? If yes, how?
- What are the possible benefits/improvements gained in terms of on board occupational health & safety and wellbeing?
- What could be the negative impacts on seafarers' occupational health & safety and wellbeing on board, which could be caused by an increase in digitalisation and automation and are there examples of how to prevent them?
- How can increased digitalisation and automation assist human decision making and increase efficiency? Consideration of examples where it has already been done would be important.
- Are there good practice initiatives being given to seafarers for personal and professional advancement through digitalisation and automation?
- Based on the research, are there recommendations to be made which could enrich social dialogue discussions or social partners agreements on the topic?

³ In this project the term "safety" is limited to occupational safety/ safety of the working environment of the seafarers.

⁴Call for Proposals VP/2019/001, Support for Social Dialogue, Section 11a. <https://ec.europa.eu/social/main.jsp?catId=629&langId=en&callId=548&furtherCalls=yes>; and General Conditions, Article II.10, <https://ec.europa.eu/social/BlobServlet?docId=20879&langId=en>.



The desk research should be broad and comprehensive and include research covering various digitalisation and automation processes and different types of vessels, have a broad geographical scope and also ensure to cover the research findings of HSBA, WMU, Nautilus, Danish university Aarhus⁵ – to name but a few.

This research will be outsourced to an external consultant or group of consultants, as the HSWG does not have the capacity and resources to undertake the work. Based on the research report, the HSWG will then consider whether to prepare conclusions and subsequent recommendations.

The task is estimated to last 40 days at a rate of EUR 750 per day, for a total of EUR 30.000 excluding VAT.⁶ This call for tender will allow for the possibility of either a joint tender/group of experts or subcontracting by the consultant tendering for this.

Phase 1: Execution

- Research

The contractor/group of contractors will perform research work to investigate the increased usage of digitalisation to improve on board safety and welfare. This will be done through:

- a. Conducting desk research (incl. past projects/studies);
- b. Preparing a questionnaire; and
- c. Conducting interviews with selected stakeholders to identify possible benefits/improvements to be gained in terms of on board safety and wellbeing (the selection process will be done in cooperation with ECSA and ETF who will support the consultant with their relevant network/membership contacts).

- Questionnaire and Interviews

In particular, the contractor/group of contractors will, on the basis of a questionnaire prepared together with the Project Steering Group 1 (PSG1 – consisting of ECSA and ETF members' representatives), seek input on good practices and identify trends (through written replies or carrying out interviews) from shipowners' associations, companies, union representatives, authorities, maritime educational institutions and HR personnel. The list of relevant stakeholders, drawn up in consultation with the PSG 1, will take into consideration the need for a broad geographical coverage and diversity in the segments/functions, as well as the different vessel types. It should include at least 6 different EU/EEA countries. Based on force majeure situations, like the current COVID-19 pandemic crisis, the interviews may be conducted either in person or remotely via video/teleconference means.

⁵ WMU report [Transport 2040: Automation, Technology, Employment - The Future of Work](#); [HSBA report Seafarers and digital disruption](#); [Nautilus survey – Future proofed? What maritime professionals think about autonomous shipping](#); Danish university Aarhus Universit report – New technology and digitalization in shipping are often used incorrectly or end up being a stress factor for officers (published 18/06/2020)

⁶ Please note that there might be an increase of the budget, due to unused funds in other parts of project. Confirmation thereof is currently being awaited and an updated call for tender will be published as soon as possible with such information.



- Drafting of interim and final reports

Based on the above, the contractor/group of contractors will prepare an interim and a final report, which will include possible recommendations of good practices and trends with regard to usage of digitalisation and automation in improved on board safety and wellbeing. The final report is expected to be approximately 40 pages long.

- Feedback and Validation

The contractor/group of contractors will keep the PSG 1 informed of all developments, for comments, monitoring, steering and approval. This includes presenting the interim and draft final reports and possible recommendations to the PSG 1. The PSG 1 will consider the report's findings and any possible recommendations. These will then be presented to the Sectoral Social Dialogue Committee for Maritime transport.

Phase 2: Dissemination and follow-up

The final report will be translated into four languages (DE, FR, ES and PL) and made available on the ECSA and ETF websites. It will be also made available in USB-sticks and hard copies for distribution to targeted stakeholders, during the final conference at the end of the project and at subsequent future events. The contractor will participate at the final conference to present its report. The final conference is expected to take place in February 2022.

4.2 Guidance and indications on tasks execution and methodology

Any possible recommendations should be based on the outcome of desk research but also on interviews/consultations held with different stakeholders in order to ensure they are sound and attainable. The report should document such work.

5. Expertise required

The contractor should demonstrate:

- Considerable experience with research and innovation
- knowledge, experience and networking capacities within the maritime transport industry in Europe
- knowledge and background in digitalisation and automation in maritime transport, as well as in socio-economic sciences

6. Time schedule and reporting

The time schedule for the deliverables and reports will be established jointly by the contractor and the project partners according to the project's timeline and will be indicated in the contract signed by the two parties.



The contractor/group of contractors is/are estimated to work for a total of 40 days⁷, in particular in the following tasks:

- Research – desk research;
- Preparation of questionnaire and list of key stakeholders;
- Conducting interviews (in person/writing);
- Preparation of interim report and final report;
- Participation at Project Steering Group meetings to receive feedback on their work;
- Participation at the final conference to present the final report

The contractor/group of contractors will report continuously on the progress of the research to the project management and will participate in PSG 1 meetings – depending on the needs - as well as in the final conference. All PSG 1 meetings and the final conference will be held in Brussels, at different milestone moments of the project, as per the tentative timeline outlined below:

- **PSG 1 meeting – M17:** to present their work plan and receive feedback and guidance on how to proceed
- **PSG 1 meeting – M14:** to present the interim report (i.e. findings of the research work, mapping exercise and identification of good practices, including the results from interviews with selected stakeholders)
- **PSG 1 meeting – M19:** to present the final report and consider the ways forward
- **PSG 1 meeting – M22:** PSG 1 to evaluate the project (i.e. give ultimate opinion on the final report) and decide on ways forward (i.e. position paper/recommendation) – tentative participation of consultant/group of consultants
- **Final conference – M24:** to present the final report

7. Payments and standard contract

The contractor will receive an advance and a final payment according to the time and modalities that will be indicated in the contract between the parties. The project promoter will draft a contract which will be submitted to the contractor.

8. Joint tenders

A joint tender is a situation where a tender is submitted by a group of economic operators (natural or legal persons). Joint tenders may include sub-contractors in addition to the members of the group. In case of joint tender, all members of the group assume joint and several liabilities towards ETF and ECSA for the performance of the contract as a whole, i.e. both financial and operational liability. Nevertheless, tenderers must designate one of the economic operators as a single point of contact (the leader) for ETF and ECSA for administrative and financial aspects as well as operational management of the contract.

⁷ Ibid (footnote 6).



After the award, ETF and ECSA will sign the contract either with all members of the group, or with the leader on behalf of all members of the group, authorised by the other members via powers of attorney.

9. Price

The maximum budget available is EUR 30.000,00 VAT excluded (EUR 750 per day)⁸. The consultant will issue the invoice for the services without VAT and the ECSA will be liable to pay 21% VAT in Belgium - due to the application of the VAT 'reverse charge' mechanism. The consultant will add a separate heading to the invoice for any travel, accommodation or daily costs that were paid to render the services, that are exempted from the abovementioned budget. From the latter, are further exempted the translation, printing and USB-sticks costs of the final report, that will be covered by the social partners.

10. Selection criteria related to the financial and technical capacity of the bidders

Applications received must demonstrate all the required expertise indicated above and prove that bidders possess all required technical and financial capacity. Applications should ideally include a draft action plan based on this call including an indicative time schedule for deliverables and reports (see section 6) , as well as a task division in the case of joint tenderers or subcontractors.

11. Award criteria related to the quality of the bids received

The contract will be awarded to the tenderer whose offer represents the best value for money offer – considering the evidence provided to prove their expertise in the fields indicated under point 5. The respect of the principles of transparency and equal treatment with a view to avoid any conflict of interest will be undertaken.

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

The Award Criteria are the following:

- Understanding of the aims of the project (15 points) – see point 3
- Quality of the proposed methodology/workplan (20 points) – see points 4.2 and 6
- Expertise and experience (45 points) – see point 5:
 - Considerable experience with research and innovation (15 points)
 - knowledge, experience and networking capacities within the maritime transport industry in Europe (15 points)
 - knowledge about digitalisation and automation, as well as socio-economic sciences (15 points)
- Price (20 points) – see point 9

⁸ Ibid (footnote 6).



In the case of joint tender (consortium) and/or identified subcontracting, the technical and professional capacity shall be assessed in relation to the combined capacity of all the parties involved in the tender.

12. Content of the bids

The bids must indicate how candidates meet the criteria listed above, present a draft working plan, a schedule for the tasks to be performed and indicate the total price of the consultancy. Bids need to be accompanied by CVs of candidates and those entrusted to perform tasks.

In case of bids submitted by individual candidates, a CV should be attached. This should include a list of the most important publications and works done by the applicant in the fields relevant for the tasks to be performed. References should also be provided.

In case of bids submitted by organisations, a list of the organisation's activities in fields relevant for the tasks to be performed should be attached as well as the CVs of the people who will be involved in the project. Organisations should also indicate a contact person who will be responsible for the supervision of the tasks and who will report to the project promoters. The structure of the team should be provided and include the names of the team leader and the positions of other persons.

Only bids in English will be considered.

13. Presentation of the bids

The bids have to be submitted in electronic and paper version. They must include the signature of the legal representative and the CV of the expert(s) implementing the action.

Please send your offer by e-mail to Claudia Vella Casagrande (VellaCasagrande@ecsa.eu) copying Penny Serveta (serveta@ecsa.eu) for ECSA and to Lotte Ockerman (l.ockerman@etf-europe.org) copying Estelle Brentnall (e.brentnall@etf-europe.org) for ETF by **Tuesday 15 September 2020 (12.00 midnight Brussels time)**.

14. Deadline for the offer

The deadline for receiving applications via the abovementioned methods, as outlined in section 13, is **Tuesday 15 September 2020 (12.00 midnight Brussels time)**.