

# CALL FOR TENDERS

Activity 6.5 – Implementation of EMME EU public event in Germany

**E.M.M.E. Project | Enterprises Meet Migrants for Employment**

AMIF/2017/AG/INTE/821726

This call is issued by the Rambla Business Solutions (RBS, from now on) as partner institution of the Consortium of the project **E.M.M.E.-Enterprises Meet migrants for Employment**, which intends to sub-contract and award the implementation of the EMME EU public event in Germany.

## Section I. Summary of the project

The EMME project (<http://www.emme-project.eu/progetto/>) aims to promote and raise awareness about **early and effective integration of third country nationals in the labour market**. To reach this overall objective the project envisages a transnational partnership composed by key actors in the field of labour market integration, private employment service, support and representation of enterprises, education and vocational training.

A Third-Country National (TCNs from now on) is any person who is not a citizen of the European Union within the meaning of Art. 20(1) of TFEU and who is not a person enjoying the European Union right to free movement, as defined in Art. 2(5) of the Regulation (EU) 2016/399 (Schengen Borders Code).

The partner organizations are involving enterprises since the beginning of the project and will offer a range of interconnected services aimed at:

- Promoting diversity and non-discrimination at the workplace
- Promoting the use of EU Skills Profile Tool for TCNs
- Providing training programmes that support TCNs to integrate into the workplace and supporting their skills development
- Supporting employers in hiring TCNs
- Providing post placement support to TCNs and employers

The short-term beneficiaries of the project are 100 enterprises involved in the activities (engaged in needs analysis focus groups and workshops to promote diversity management) and 60 partner organisations' staff who will be trained on common methodologies and EU tools (EU skills profile tool for TCNs) to foster the skills assessment of TCNs. On the medium term: 300 TCNs will be trained (training based on labour market needs), 100 TCNs will be offered placement opportunities and post placement support (EMME Desk and tutoring activity) and the use of EU tools will be spread on other staff of partner organisations (approx. 3500 staff). Thanks to the valorisation activities other EU organisations, TCNs and enterprises (long term beneficiaries) will benefit from the project results.

### **Partnership**

The project involves directly 3 EU countries (IT, UK, ES) and indirectly will affect 3 other EU countries (FR, DE, BE) that will be engaged in the valorisation and dissemination process.

**P1/II Cenacolo (IT)**, the promoter, is one of the main actors in Tuscany for the management of reception



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and integration services for refugees and asylum seekers and it has developed a set of methodologies to facilitate their access to work in the local SMEs.

**P2/CO&SO (IT)** is a consortium of cooperatives that provides a wide range of services included training provision and support to the planning and implementation of EU funded project.

**P3/Confcooperative Toscana (IT)**, is an association of employers, it provides supporting services to the affiliated enterprises and it is in contact with a wide network of local SMEs.

**P4/Fondazione Adecco per le pari opportunità (IT)** is a foundation with expertise in the development of training programmes aimed at fostering the integration of vulnerable and disadvantaged persons into the labour market. It has longstanding experience in career guidance and in services addressed to the enterprises.

**P5/Bridges Programmes (UK)** is Scotland's specialist agency working in the social and economic integration and inclusion of refugees and TCNs. It is specialized in skills assessment and validation, vocational language support, employer engagement and provision of placement support.

**P6/Glasgow Clyde College (UK)** is one of Scotland's largest further education institutions. It provides vocational and skills trainings for all learners, including vulnerable target group, long term unemployed, migrant workers and refugees.

**P7/Glasgow City Council (UK)** is the local government body of the city of Glasgow, it has recently launched a new multi-stakeholder taskforce aimed at creating a local strategy for migration based on three key components: workforce, skills and links with employers. It has a special department to provide services to the local enterprises.

**P8/Almeria Acoge (ES)** is an association active since 1987 in Andalucia and specialized in providing services addressed to migrants: reception and housing programmes, counselling, career guidance, placement implementation and job active search trainings.

**P9/Universidad de Almeria (ES)**, Centre for Migration Studies and Intercultural Relations (CEMyRI) is a specific department created with the sponsorship of the Secretary of State for Immigration and Emigration-Ministry of Labour and Immigration, in order to organize and conduct outreach educational and research on immigration. It has participated to EU funded project in the field of TCNs integration into the labour market, testing the use of innovative trainings addressed to the target.

**P10/Rambla Business Solutions (ES)** is a training and consultancy organisation based in Andalucia. It offers a wide range of services to enterprises and in particular innovative trainings to support entrepreneurship and to promote employability

**Keywords:** *TCNs, integration, labour market, enterprises, transnational partnership*

**Starting date:** *01/01/2019*

**Duration in months:** *24 months*

**Funding:** *EMME Project is funded by the European Union's Asylum, Migration and Integration Fund*

**Project website:** <http://www.emme-project.eu/progetto/>



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## Section II. Contracting institution

### **Name and address**

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## Section III. Object

### **a) Scope of the procurement**

Subcontracting of Activity 6.5 – Implementation of EMME EU public event in Germany

### **b) Type of contract:**

Services

### **c) Description:**

The general objective of this contract is to provide timely and high quality services in the frame of **EMME Project, Enterprises Meet Migrants for Employment (821726)** belonging to the AMIF programme (AMIF-2017-AG-INTE), the Asylum, Migration and Integration Fund.

The service object of the contract is described as follows:

#### ORGANISATION OF EU EVENT (IN GERMANY)

**1-day event (from 5 to 6 hours long)** addressed to enterprises, public and private employment services, social organizations, educational and vocational providers in order to promote the scaling up and transfer of the project model, the results, the Video Documentary, the “EMME Guidelines on how to manage the diversity” and the “EMME Guidelines on EU Skills mapping and profiling”, which would be sent to the awarded organisation of the event in English.

The program of the EU event foresees a **morning session with local keynote speakers, experts in the field of job insertion of TCNs and an overview on project products in local language, while the afternoon session will involve participants in interactive training workshops in English led by EMME partners on how to apply the project products, in order to ensure their sustainable use.**

**Minimum 70 participants.** Date of realization of the activity: **October-November 2020**, related to the following activity:

- WP6-Activity 6.5. (EMME EU public event in Germany)



**d) Estimated total value:**

Value excluding VAT: 12.000,00 EUR

**e) Place of performance:**

Main site or place of performance: Germany

**f) Description of the procurement:**

Open call for tender: RBS intends to award a framework contract with opening of competition with at least 3 contractors, provided enough tenderers satisfy the published criteria. Framework contract will run from October 2020 to November 2020. The procurement is related to a project and/or programme financed by European Union funds.

**g) Selection criteria**

The subcontractor will be chosen on the basis of the best offer.

Applicants should have significant experience and sound knowledge in the following domains:

- Organization and implementation of dissemination and exploitation events in EU funded projects.
- Creation of professional networks related to the fields of migration, integration, job insertion and Vocational Education and Training.

Applicants must have excellent knowledge of the English language, must be able to work within specified deadlines and respect budgetary limits.

The above criteria can be proven by the applicants' profiles and/or CVs of key staff involved in the offer

**h) Award criteria**

The contract will be awarded to the tender offering the best value for money on the basis of the quality and price, taking into account the specific requirements and selection criteria of the tender. The principles of transparency and equal treatment will be respected with a view to avoiding any conflicts of interest.

**i) Information about variants**

Variants will be accepted: NO

## Section IV. Tasks of organisers of the EU Event in Germany

By 30/04/2020 the organisers of the EU Event will fix the event venue and date - within the period **October-November 2020** - according to the project partners availability and will develop a preliminary version of the event agenda.

The organisers will assure the provision of an **adequate venue and catering** for the participants and will facilitate the human resources needed for a proper organization and implementation of the event including **local keynote speakers, experts in the field of migration, integration and job insertion of TCNs, covering at least 3 hours of the event.**

By 15/05/2020, the organisers of the EU Event will develop a dissemination strategy, providing:

- a clear rationale for and clear and measurable objectives of dissemination
- a detailed description of the foreseen specific dissemination tools to be developed (i.e. information leaflets, invitations, conference registration methods, social media and mass media materials)



- a list of actions designed for each of the target groups and guiding principles for disseminating information on the event
- principles for engagement and active involvement of target group members, relevant organisations and experts from an early stage of the organisation process
- a detailed work plan setting up relevant milestones and deadlines

From 16/05 until the event date, the organisers will develop the dissemination tools, will implement the dissemination activities agreed in the dissemination strategy and will assure the participation in the event of at least 70 members of enterprises, public and private employment services, social organizations, educational and vocational providers.

The organisers will assist project partners attending the conference with travel and accommodation information and tips.

With two weeks after the event date, the organisers will provide the contractor with the supporting evidence of the effective implementation of the event, namely pictures, videos, event agenda and a **specific signatures list, based on a format provided by RBS.**

## Section V. Submission of tenders

The deadline for the submission of bids is on 31/03/2020.

Tenders must be written in English. They must be signed by the applicant (if individual tenderer) or by the tenderer's legal representative (if the applicant is an organisation).

All tenders must include the following documents and information:

- Description of professional experience with relevant examples of organization of events performed;
- CV of the person(s) or relevant staff of the organisation;
- Financial proposal with prices quoted in euros.

**Offers must be submitted by 31/03/2020 latest** by email to the following e-mail address:

[elinares@innovationtc.es](mailto:elinares@innovationtc.es)

The mail containing the tender must bear the caption: ***“Call for tenders EMME Project – Activity 6.5 in Germany”***

