



Brussels, 30 April 2015

TENDER SPECIFICATIONS

For the EU co-funded action

Towards a true socially sustainable EU Fishery: the contribution of EU social partners

Grant agreement VS/2015/0042

Pillar 2: Glossary for the safe navigation and operation of fishing vessels in different languages

1. Background

Fisheries is one of the most internationalised sectors and the crews working on-board EU fishing vessels are more and more made of nationals from different countries. This is particularly true for EU vessels fishing in third countries' waters through fishing agreements between the EU and third countries or through other arrangements. Very often the lack of a common language can create problems, especially as far as security and safety are concerned. Social partners believe that training should be the first and foremost instrument to fill this gap, and that proper training should be compulsory for all those working on board fishing vessels. At the same time, some concrete initiatives could help tackling the communications problems that occur when people speaking different languages work on the same vessels.

For this reason, social partners have applied for EU funding to produce, publish and disseminate a translation booklet for fishing vessels' crews. Similar glossaries already exist for maritime transport and inland waterways and would be used as a starting basis for compiling the one on fisheries.

2. Purpose of the contract

The contract is aimed at producing the booklet on safe navigation and operation on all fishing vessels.

3. Tasks to be performed by the contractor

3.1 Description of tasks

The contractor should perform the following tasks:

- Gather and analyse the existing material relevant for the drafting of the booklet



- Make proposals to the steering group on the themes to be included and the phrases to be used in the glossary
- Finalise the booklet on the basis of the comments received by the steering group
- Liaise with the translators in order to ensure coherence in the different languages

3.2 Guidance and indications on tasks execution and methodology

The contractor will work under the guidance of the project's steering group and of the ETF and Europêche Secretariats. The deadlines for deliverables will be set jointly by the contractor and the project partners according to the project's timeline.

4. Expertise required

Candidates should meet the following criteria:

- Relevant knowledge in order to carry out the tasks described.
- Expertise in on-board safety and fishing operations
- Previous experience in drafting similar tools is highly desirable
- Excellent command of written and spoken English, other languages would be an asset
- Previous experience in drafting documents and report
- Respect of budgetary constraints
- Knowledge of the fisheries sector and/or of employment-related issues is desirable

5. Time schedule and reporting

The contractor will be required to work for a total of 35 days, including the participation to steering group meetings and to the final conference. Travel, accommodation and subsistence expenses related to the participation in the project's meeting will be covered by the project budget. The time schedule for 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.

6. 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.

7. Price

The maximum budget available is EUR 14000 VAT included (without travel, accommodation and subsistence expenses related to the attendance of meetings).

8. Selection criteria

Only applicants able to prove the required expertise indicated above may be awarded the contract.

9. Award criteria

The contract will be awarded to the tenderer whose offer represents the best value for money – taking into account the evidence provided to prove their expertise in the fields indicated under point 4. 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 that receives less than 70 % of the award criteria.

10. Content and presentation of the bids

10.1 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.

In case of bids submitted by individual candidates, a CV should be attached. This should include a list of 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.

Only bids in English will be considered.

10.1 Presentation of the bids

Bids must be submitted by the 21st of May 2015 by email to: l.spera@etf-europe.org.

The title of the task for which the candidate applies must be specified in the bid.