



Valletta, 03/03/2025

REQUEST FOR OFFERS

for provision of expert services

within the project implementation

“FairForward – Shaping Inclusive Workplaces Across Europe”

Section I: Contracting party

Name of Beneficiary: General Workers Union (GWU)

Address: Workers' Memorial Building, South Street, Valletta VLT 1103, Malta

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Section II Description and scope of services. Obligations of service provider.

The subject of this procedure is the provision of expert services supporting the implementation of Work Package 3 – Inclusive Insights & Frameworks in Poland.

The service shall include:

- Participation in the online synchronisation meeting with other focus group experts to review the focus group methodology (April 2025);
- Organisation and facilitation of one national focus group in Poland (1 day, 10 participants plus the expert) involving migrants, refugees, marginalised communities (including LGBTQIA+ persons), persons with disabilities, people with mental health issues and neurodivergent workers;
- Preparation and delivery of a brief report (2–3 pages in English or Polish) presenting the results and conclusions of the focus group;
- Development of a Playbook for National Trainings (CIAT & SIAT), approximately 20 pages (around 30,000 characters without spaces), including:
 - Diversity and inclusion awareness;
 - Cultural competency;
 - Empathy and active listening;
 - Conflict resolution;
 - Advocacy skills;
 - Negotiation skills;
 - Interactive and participatory training methods, including scenario-based learning, role-playing exercises and case studies;
- Conducting the final online synchronisation meeting (November 2025) to present the Playbook to trainers from participating countries and define the agendas and implementation approach for the upcoming CIAT and SIAT national training sessions.



Each deliverable shall be prepared in a professional format suitable for implementation within the FairForward project and for future use by participating trade unions and social partners.

The contractor shall ensure high-quality delivery of all activities, compliance with agreed deadlines and active participation in project coordination activities.

Section III Term of services

The service provider is expected to respect the following deadlines:

- The offer shall not require a prepayment
- The invoice shall be issued within 14 days from completion and delivery of the service.
- The time limit for payment of the invoice must not be shorter than 30 days

Section IV Submission of proposals

The proposal should be submitted using this Google Form Link:

<https://forms.gle/GZotM7swgRaMrxjT6>

until 17.03.2025.

Late proposals will not be accepted.

Service provider will be chosen until 18.03.2025.

Section V Criteria of assessment of proposals

The contract will be awarded to the best proposal taking into account the best price-quality ratio.

Section VI Other information

Conflict of interest

In order to avoid conflict of interest the following persons and/or entities are excluded from this procedure:

- Beneficiary's personnel and staff,
- family members and relatives of beneficiary and its key personnel,
- affiliated persons, companies and institutions,
- any persons, companies and institutions with shared economic interest and/or personal or equity relationship with Beneficiary.

After signing the contract any major changes to the contract shall be excluded. A draft contract may be delivered via e-mail on request.

The service providers shall respect all rules and obligations required by the European Union, in particular those with regards to confidentiality, conflict of interests, liability, intellectual property rights, ownership of materials, checks, audits and evaluation.

Full and partial proposals are allowed.