



## TENDER SPECIFICATIONS FOR SUBCONTRACTING RESEARCHERS

*Stand Up for Journalism (SUJ)*

Date of Publication	<b>6 May 2024</b>
Deadline to respond	<b>14 June 2024</b>

This is a call for subcontractors to provide external expertise within the framework of the EU project “Stand Up for Journalism”.

The EFJ will publish this tender on the EFJ website only, from Monday 6 May 2024, and the deadline for submission of bids is Friday 14 June 2024.

### **1. THE EUROPEAN FEDERATION OF JOURNALISTS**

The European Federation of Journalists (EFJ) is the largest organisation of journalists in Europe, representing over 320,000 journalists in 72 journalists’ organisations across 45 countries.

The EFJ was created in 1994 within the framework of the IFJ Constitution to represent the interests of journalists’ unions and associations and their journalists. It has established an independent legal status (number: 0503.985.472) as an international non-profit association (AISBL, association internationale sans but lucratif) since February 2013 according to the Belgian law.

The EFJ fights for social and professional rights of journalists working in all sectors of the media across Europe through strong trade unions and associations. The EFJ promotes and defends the rights to freedom of expression and information as guaranteed by Article 10 of the European convention on human rights.

The EFJ supports its affiliates to foster trade union development, to recruit new members, and to maintain or create environments in which quality, journalistic independence, pluralism, public service values, and decent work in the media exist.

The EFJ is recognised by the European Union and the Council of Europe as the representative voice of journalists in Europe. It has registered with the EU Transparency Register (No. 27471236588-39). The EFJ is a member of the Executive Committee of the European Trade Union Confederation (ETUC).

The European Federation of Journalists represents via its affiliates, journalists' unions and professional journalists in 72 journalists' organisations across 45 countries. They include: Armenia, Austria, Albania, Azerbaijan, Belarus, Belgium, Bosnia-Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Faroe Islands (DK), Finland, France, Georgia, Germany, Great Britain, Greece, Hungary, Iceland, Ireland, Italy, Kosovo, Latvia, Lithuania, Luxembourg, Malta, Montenegro,

The Netherlands, North Macedonia, Norway, Poland, Portugal, Romania, Russia, San Marino, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey, Ukraine.

To find out more information about EFJ: <https://europeanjournalists.org/>

## 2. PROJECT BACKGROUND

### 2.1 Introduction

The EFJ is currently implementing the project *Stand Up for Journalism (SUJ)* as part of EFJ's continuous work to provide capacity-building projects for its members, the last one being *Trust and quality in journalism*.

The subcontracted researchers' contract will start in June 2024.

In the framework of this call, the EFJ expresses its intention to select a subcontractor to carry out specific components of this project.

The tender specifications included in this document detail the background, tasks, price, and selection criteria and procedures regarding the award of a contract to the selected subcontractor.

### 2.2 Context

The media industry in Europe has been experiencing and adapting itself to a sea of changes in the past decades due to the digital transformation. While the media industry has adapted to these challenges, the situation took a drastic turn following the Covid-19 pandemic in 2020 and the industry has been severely hit. While the pandemic has accelerated these changes rapidly, journalists, the media, and journalists' unions are yet to catch up with and adapt to the changes.

Against this background, this project has its general objectives to improve the capacity of national journalists' unions and associations in addressing challenges brought by the digital transformation in the media; and the compounding impacts of Covid-19 pandemic as well as the recent economic, social and political crisis brought by the Russian-Ukraine war.

Fair and decent working conditions are far from the reality without stronger journalists' unions and associations to defend the rights of journalists. Therefore, the focus of the project is on the capacity of journalists' unions in collective bargaining, workers' representation (especially freelance / atypical workers), and engaging in social dialogues. The target groups are journalists' unions and associations in the EU and candidate countries. It will address the scopes launched by the call through 1) a series of 5 thematic, capacity- building workshops, 2) national capacity building programmes with 6 national partners who are chosen for their regional representativeness, 3) two research studies and 5) a final conference for a wider European exchange and dissemination.

### 2.3 Objectives of the project

The project has the overall objectives to:

- To promote best practice, exchange ideas, projects, campaigns on all the issues mentioned above which have been defined by EFJ leaders as central for the future of journalism, for workers' representatives (journalists' unions) and its crucial role as actors of change and actors of protecting the ever more precarious workforces in the media;

- To engage in social dialogue, a theme which is not given in every member state of the EU and in the candidate countries. In particular in print and online, employers have been very hesitant to talk to union representatives. The emergence of new media players have made social dialogue ever more challenging but important to ensure fair working conditions for all journalists, especially freelance journalists and digital media workers. The overall media crisis gives a new momentum and increases the need to work together among all media stakeholders and at cross-sectorial level among trade unions. The EFJ is a member of the ETUC and represented in its Steering Committee which engaged in the above-mentioned issues.

The expected results of the project will be:

- A series of 5 thematic, capacity-building workshops. The themes of the workshops will focus on:
  - Collective bargaining in times of crisis (Istanbul, Turkey),
  - Online harassment and better protection of journalists (Belgrade, Serbia),
  - Equal rights for freelancers (TBC),
  - Well-being and burnout in journalism (Vichy, France),
  - Organising in the age of AI (Copenhagen, Denmark)
- National capacity building-programmes with national partners who are chosen for their regional representativeness: NUNS (Serbia), TUMM (Montenegro), DJ (Denmark), TGS (Turkey), SNJ-CGT (France). It aims to improve the capacity building of the partners with tailor-made programmes to their needs. The national partners will produce and implement a national capacity-building plan focusing on key strategic issues (i.e. collective bargaining, organising/recruitment or social dialogue).
- Two research studies. The objective is to identify relevant cases of European journalists who have experienced online harassment on online social platforms and developing good practices and recommendations on the topics of mental health and burnout in journalism and online harassment to open social dialogues with online social platforms, policymakers, media managers and trade unions.
- A final conference for a wider European exchange and dissemination.

## 2.4 Methodology

The objective of the project is to improve the capacity of national journalists' unions and associations in Europe in collective bargaining, organising and social dialogue especially in times of changes and crisis. A practical and hands-on approach based on real-life experience and good practices is key. The project will adopt a methodology focusing on multi-level exchanges based on national and European practices, and cross-sectorial experiences while taking into account the different national and cultural context in order to achieve the objectives.

The project will develop a series of 5 thematic, capacity building workshops targeting journalists' unions and associations in all EU and candidate countries. These workshops aim to provide forum and networking opportunities for exchanges of good practices among representatives of journalists' unions and associations in the EU and candidate countries. Deep dive sessions with the aim to provide expert knowledge will be organised in working groups/training sections in each workshop with input from industry and trade union experts in the sector. The 5 workshops spread across the different regions of Europe aim to address the issue in a balanced and comprehensive way taking into

account the regional differences and special developments on the relevant issues at national level. The partners are carefully chosen based on the above considerations.

In order to maximise the impact of the European exchange of good practices and cross-sectorial exchange in the thematic workshops, the project will also develop national capacity building programmes (WP 4) with the 6 national partners/affiliated entities putting these “theories and good practices” into practices. The national partners will develop their own capacity building national plan focusing on key strategic issues (i.e. collective bargaining, organising/recruitment, or social dialogue) and the themes of the European thematic workshops. It will be complemented by the thematic workshops where European exchange of good practices will take place. It will identify good practices and experts for exchanges for national partners. National partners will organise campaigns, training (with European experts/trainers), collective bargaining/negotiation meetings or roundtables.

The study will be produced to collect good practice examples and recommendations on the topic of online harassment and social dialogue with media platforms. These issues are relatively new but becoming challenging for journalists’ unions and associations to address without evidence-based results and good practices. The discussion of the European thematic workshop will feed into these studies, which will then feed into the national capacity building plan that will be produced and implemented by the national partners. The results will be important for the EFJ and its national members to engage in collective bargaining and social dialogue with social partners and social media platforms to find solutions to address online harassment and safety of journalists.

The final conference with a focus on youth and the future of trade union organising in journalism will bring together around 50 participants from trade union representatives in journalism and media, social partners, policy makers and other relevant experts. It will also serve as a wider communication and dissemination event for the project, gathering the target groups to highlight key findings and results of the previous activities (WPs 2, 3 and 4). The outcomes of the final conference will also contribute to the upcoming Working Plan that will be adopted by the EFJ in its Annual Meeting. Apart from panel discussion, working groups sessions will be held to allow deep and practical exchanges among participants to share good practices and to provide networking opportunities to develop future corporations among journalists' unions, social partners and other media and trade union stakeholders.

## 2.5 Activities

1. Five 1.5-day thematic European workshops
2. 6 national capacity building programmes
3. Two studies collecting good practice examples and recommendations
4. Final conference in Montenegro

Provisional Calendar of Activities		
Start date	End date	Type of event
01/04/2024	30/04/2024	Development of project webpage
23/09/2024	24/09/2024	Workshop 1
05/12/2024	15/01/2025	Workshop 2
26/03/2025	30/03/2025	Workshop 3
01/06/2025	30/06/2025	Workshop 4
10/11/2025	14/11/2025	Workshop 5

01/07/2024	31/12/2025	Two research studies
09/03/2026	13/03/2026	Final conference Physical launch of two research studies

## 2.6 Description of project partnership

This project is solely managed by the EFJ together with five affiliated entities consisting of national journalists' unions and associations in Denmark (DJ), France (SNJ-CGT), Serbia (NUNS), Montenegro (TUMM), and Turkey (TGS). The five organisations listed above are part of the Project Steering Committee (SC) and will provide expertise for the project components, participate in SC meetings and the EU-level conference in Brussels.

The EFJ is responsible for the management of subcontracted expertise.

## 3. PURPOSE OF THE CONTRACT

The tender aims at finding a researcher to carry out the implementation of parts of the project activity.

In order to ensure a large visibility for this tender, the European Federation of Journalists published the tender specifications on its website. The tender will remain online for the duration of the bidding procedure.

## 4. TASKS TO BE PERFORMED BY THE CONTRACTOR

The subcontractor should provide the following services for the applicant organisations:

### **Project definition**

Identification of variables and indicators composing the questionnaire/interview for data collection.

### The tasks to be performed by the subcontractor

#### *Exploratory research and defining methodology*

1. 1 interview with a EFJ leader
2. 1 interview with a EFJ member
3. 1 interview with a lawyer specialised on DSA enforcement
4. Survey drafting and expert review by a data analyst Expert and Trust & Safety practitioner
5. Validation of the methodology

There is a maximum of 3 days forecasted to accomplish this task

### **Project development**

The researchers will review and systematise the data collected, interpret them and draft the final report.

### The tasks to be performed by the subcontractor

#### *Survey*

- Conducting Survey
- Outreach and Follow-up
- Analysis

#### *Interviews and case studies*

- 3 case studies of EU-based journalists harassed online who didn't get responses when reaching out to the platforms.
- Showcasing international best practices on escalation channels for journalists harassed online.

There is a maximum of 7 days forecasted to accomplish this task

Travel costs and subsistence will be covered by the EFJ for this activity

#### **Report deliverable**

One report on online harassment against journalists with good practice examples and recommendations for policymakers, employers and social media platforms.

#### The tasks to be performed by the subcontractor

##### *Report*

- ~8/10 pages report
- Implementation of the EFJ feedbacks

There is a maximum of 4 days forecasted to accomplish this task

#### **Steering committee meetings, workshops and final conference**

#### The tasks to be performed by the subcontractor

- Attend the relevant workshop on safety of journalists and the final conference
- Present and discuss the results of the desk research
- Provide advice on the selection of guest speakers at the workshop and conference
- Integrate the results of the discussions from workshop in the research
- Present the final research report at the final conference

There is a maximum of 4 days forecasted to accomplish this task

Travel costs and subsistence will be covered by the EFJ for this activity

## **5. EXPERTISE REQUIRED**

Sound experience is required in the following areas:

- Expert knowledge of online harassment particularly regarding the complexities that journalists face in different European countries, good examples of newsrooms in Europe and engaging in dialogue with social media platforms.
- Demonstrated proven experience of training of journalists, media workers and/or media managers
- Demonstrated proven experience in working with trade unions of journalists
- Successful track record in research of social media platforms and online harassment and proven experience in developing industry-standard practices for journalists and media staff in dealing with online harassment
- Proven research skills
- Proven writing skills (including reference to past work including publications, articles, etc..)
- High proficiency in English: ability to draft documents and make presentations in English. Knowledge of other languages is a plus;
- Ability to work within specified deadlines and to respect budgetary limits.

The bidder must specify in his/her application whether he/she will work alone or with a team and how many people are in the team. He/she must also send their CV as well as those of any team members. The total amount offered in the tender remains the same even if the bidder works as a team.

## 6. TIME SCHEDULE AND REPORTING

The subcontractor will be asked to work from 01/07/2024 to 31/12/2025. The subcontractor will be responsible for remitting the deliverables foreseen in the project methodology within the above time frame.

## 7. PAYMENTS AND STANDARD CONTRACT

The standard contract with EFJ will cover expertise and technical costs as follows:

Contract with EFJ	
➤ Project definition	
➤ Project development	
➤ Report deliverable	
➤ Steering committee meetings, workshops and final conference	
<b>Total budget for the Expertise</b>	<b>€</b>
External Expertise	11,900
<b>TOTAL € 11,900</b>	

In accordance with the above table, the subcontractor will enter into a contract with the European Federation of Journalists for a maximum total of € 11,900 (all taxes included).

Upon invoice, the subcontractor will receive the following payments:

1 <sup>st</sup> Installment	Final Installment
Max 5,950€ (50% of contract) upon signature of contract	Max 5,950€ (50% of contract) upon final submission of deliverables stated in the contract

## 8. PRICE

The total maximum budget available for external expertise is **11,900€** (all taxes included)

## 9. FORM, STRUCTURE AND CONTENT OF THE TENDER

Tenders must be written in English. They must be signed by the tenderer or his duly authorised representative and be perfectly legible so that there can be no doubt as to words and figures.

Tenders must be clear and concise and assembled in a coherent fashion.

Since tenderers will be judged on the content of their written bids, they must make it clear that they are able to meet the requirements of the specifications.

## 10. SELECTION CRITERIA RELATED TO THE FINANCIAL AND TECHNICAL CAPACITY OF THE BIDDERS

All tenders must include at least two sections:

### SECTION A. Technical proposal

The technical proposal must provide all the information needed for the purpose of awarding the contract, including:

- 1) Specific information covering the technical and professional capacity, as required, in particular:
  - Description of relevant professional experience with emphasis on the specific fields covered by the invitation to tender;
  - Detailed curriculum vitae of key coordinator and/or possible other team members;
  - A selection of the main works and/or articles published by all the experts involved, in relation to the relevant subjects specified in this tender.
- 2) Specific information concerning the proposed methodology for delivering the tasks listed in section 4 of this document.

### ii) Financial proposal

Prices of the financial proposal must be quoted in euros, including if the sub-contractor is



based in a country which is not in the euro-area. As far as the tenderers of those countries are concerned, they cannot change the amount of the bid because of the evolution of the exchange rate.

The maximum amount available for this contract is EUR **11,900** (all taxes included).

Prices shall be fixed and not subject to revision during the performance of the contract.

## **11. SELECTION CRITERIA**

The offers will be examined against the following criteria:

- Verifiable expertise, experience and skills, as required and described above;
- Proven track record of ensuring the quality of materials produced, both in terms of content and format (i.e. previous publications), in the relevant subjects specified in this call for tenders;
- Initial proposal on how to conduct the initial preparatory work and short concept note regarding the methodology for the preparation of the risk assessment platform;
- Price not exceeding the amount stated above;
- Previous research/work undertaken in the field of education of journalists and innovation;

## **12. AWARD CRITERIA RELATED TO THE QUALITY OF THE BIDS RECEIVED**

The contract will be awarded to the tender offering the best value for money, taking into account the specific objectives, 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.

## **13. CONTENT AND PRESENTATION OF THE BIDS**

### **13.1. Content of the bids**

Offers must be received before the deadline of this call for tender by the European Federation of Journalists , i.e. by 14 June 2024 16h00 CET. Offers must be sent to the European Federation of Journalists (see E-mail address below).

### **13.2. Presentation of the bids**

Bidders must submit their offer electronically. The subject of the e-mail must include the words "*Tender RESEARCHER - Stand Up for Journalism (SUJ)*"

The Steering Committee of the project will evaluate the tenders. The Steering Committee is formed by EFJ as the coordinator of the project and the five partners.

One or more members of this committee will initial the documents, confirming the date and time of each bid. The committee members will sign the report on the bids received, which will list the admissible bids and provide reasons for rejecting bids owing to their failure to comply with the stipulations of the tendering process.

This committee will also evaluate the tenders that have been deemed admissible. In case of multiple admissible bids, an evaluation report and classification of participation requests will be drawn up, dated and signed by all the members of the evaluation committee and kept for future reference.

This report will include:

1. The name and address of the contracting authority, the purpose and value of the contract or framework contract;
2. The names of any excluded candidates and the reasons for their rejection;
3. The names of candidates selected for consideration and the justification for their selection;
4. The names of candidates put forward and justify their choice in terms of the selection or award criteria.

The contracting authorities will then make their decision.

All candidates must address their bid electronically to: [rebecca@europeanjournalists.org](mailto:rebecca@europeanjournalists.org)

The bidders should address their communication to:

[Rebecca Bonello Ghio](#)  
[Projects & Policy Officer](#)  
[European Federation of Journalists](#)