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Invitation to Tender

The ITUC Just Transition Centre (JTC) is calling for tenders for the following services:

Design and construction of an online database of projects & practices on Just Transition

A. Background information

Trade unions around the world frame efforts to ensure that workers are at the centre of efforts to decarbonise the economy around the concept of ‘Just Transition’, which has been codified by the United Nations International Labour Organisation’s [guidelines on the topic](#) and has been cited in all UN climate summit statements since the [2015 Paris Agreement](#). At its core, ‘Just Transition’ means that workers and their representatives are part of negotiations alongside governments and companies over the way the climate and environmental transition is happening on the ground, to ensure that the shift to sustainable industries creates decent, secure jobs.

At the national, regional and international level, unions, companies and governments have been implementing the notion of Just Transition in practice – succeeding in some cases and failing in others. A key demand from ITUC national union members, donors and other stakeholders has been to collect examples of Just Transition initiatives and policies to ensure that lessons are shared and learned, successful projects replicated, adapted or upscaled, and mistakes are rectified. The ultimate objective is to demonstrate that, when done properly, the climate transition can be just – and that there is no zero-sum game between jobs and the environment.

The International Trade Union Confederation’s Just Transition Centre is the ITUC’s department supporting affiliates (national unions on the ground in the 167 countries around the world where the ITUC has members) in their efforts around the Just Transition, across various sectors (energy, industry, agriculture, transport, textiles and garments, etc.).

The JTC has been publishing information on relevant case studies and projects on its [webpage](#), but it is hard to search for them and to do so by e.g. sector, region or type of initiative. ***The JTC is therefore seeking a qualified and experienced consultant to undertake the construction of a dedicated online database, to be used by ITUC national union members (both to upload and download information) and other relevant partners (mainly to download the data).***

In [phase 1](#), the database will only be accessible to authorised users to upload and search for information. In [phase 2](#), when a critical mass of projects has been uploaded (+/- 20-30) and subject to a decision by the relevant ITUC departments, a live website will be created and will be accessible via the ITUC JTC website.

B. Consultancy duration

24 months (starting in or before September 2024)

C. Timeline

Phase 1 (months 1-12)

Deliverables & milestones: by month 3, database design, user interface development and initial testing. By month 6, database operational and authorised users uploading and downloading information. By month 12: database fully operational based on feedback from ITUC and users.

Phase 2 (months 12-24)

Deliverables & milestones: at month 12, ITUC will take a decision on whether to go live. If the decision is positive, the consultant will be required to work with ITUC IT to build a public-facing version of the database (new live website).

Consultant to also provide monthly updates and maintenance throughout the project.

D. Budget

A detailed budget will be required. This should include costs for initial development, ongoing maintenance and additional tools. It shall not exceed 30,000 EUR including VAT over a period of 24 months.

E. Requirements & project specification

- User experience (UX): the database should feature an intuitive interface that allows easy navigation and data entry for users with minimal technical skills and/or connect from locations with low bandwidth.
- Accessibility: ensure the database design considers accessibility standards (e.g. WCAG compliance) to make it usable for people with disabilities.
- Data capture: working with the JTC team, create a standardised form to capture all the relevant information and enable the search function for all these datasets. The latter should include, at a minimum and subject to revision:
 - a) country
 - b) locality
 - c) region
 - d) sector (energy, agriculture, transport, etc.) or cross-sectoral
 - e) type of project (with sub-sections)
 - f) main driver of initiative (union, company, local/national government, philanthropy)
 - g) source of funding
 - h) investment required
 - i) category of worker involved
 - j) Lessons learned (longer narrative section), with two sub-sections (successes and challenges)
- Security: data security is key, given that the database will handle potentially sensitive information. The database will have to be GDPR-compliant.

- Scalability: ensure that the database is scalable to handle future growth in data volume and user base.
- Integration: the database should integrate with existing ITUC systems and will use the ITUC domain. Hosting should be separate from ITUC infrastructure.
- Feedback mechanism: include a mechanism for collecting feedback from users during and after project implementation to ensure continuous improvement.

F. Additional services

- As indicated above, after completion of the database, the consultant will be required to provide maintenance and updates to the database until the end of the contract.
- Support and training: the consultant will be required to provide training to JTC staff on using and maintaining the database.

G. Process

- Evaluation criteria: tenders will be evaluated based on the following scoring system:
 1. technical proposal
 2. relevant experience
 3. budget
- Project management: the successful consultant will be overseen by the JTC team and a specific contact person will be indicated. The consultant will be expected to report to the JTC team via a monthly videocall throughout the consultancy period. The consultant will use the project management tool Trello (connected to the JTC workspace) to track progress and ensure timely delivery of milestones.

H. Qualifications and experience

Tenders shall be evaluated based on the following factors:

- Consultant or consultancy team’s relevant collective experience, background and qualifications
- Experience working with online teams in different locations
- Understanding of the role of trade unions and/or of the climate crisis will be considered an asset
- Previous similar jobs will also be an asset

It will be considered an advantage if the consultant or members of the consultancy team are from minoritised groups and/or based in the Global South. This criterion will affect the weighting of the evaluation criteria, in particular relating to experience.

A CV for each team member shall be included in the tender response. It should contain a full description of relevant qualifications and professional work experience. It is important that the competencies of the individual team members are complementary.

I. Tender



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The Just Transition Centre welcomes responses to this Invitation to Tender by interested candidates, with a submission covering:

- A response to the tender's aims, budget and work plan outline
- A quote for the consulting fee in EURO inclusive VAT, all costs included
- A minimum of 2 work samples relevant to the assignment
- Copies of all relevant Curriculum Vitae (CV), including contact details for references

Request for information and submission of tenders to Amalia Hammarlund amalia.hammarlund@justtransitioncentre.org no later than close of business (CEST) 2 August 2024.