



**Tender Specifications for Subcontracting External Expertise for the project  
Gender Equality on and off the Stage:  
A Mapping Project of the European Live Performance Sector**

December 2019 - December 2021

Contract number VS/2019/

## **1. Background**

The European social partners in the live performance sector, represented by Pearle\*-Live Performance Europe on the employers side and EAEA-European Arts and Entertainment Alliance, regrouping FIA (international Federation of Actors), FIM (International Federation of Musicians) and UNI-MEI (media and entertainment) have launched a project on Gender Equality in the Live Performance sector.

This project aims to deliver a detailed overview of the situation in relation to gender equality in the Live Performance sector across the EU, highlighting best practice and forming the basis for future work of the European social partners on this topic. The project will not be geared towards providing an exhaustive quantitative study, but rather to map and collate an up-to-date Reader of the relevant publications and data available; together with the most relevant legal and policy initiatives; social partner initiatives and agreements; civil society actions and artistic movements dedicated to the issue of gender equality in the Live Performance sector.

### **Objectives:**

More concretely, the objectives of the project are:

- To bring together the sector-focused research and the quantitative data, where it exists, to compile a literature review and a summary of the sectoral trends and findings in this area. This would underpin the project as a whole and serve as a useful, general backdrop

to the planned work. It would be done in phase one of the project via a Social Partner survey and desk research carried out as a joint effort by the two researchers (selected by the trade union and employer delegations involved in the project).

- To bring together expert stakeholders from across the EU in a workshop setting, on a series of key themes, in order to deepen knowledge and create new partnerships and cross-fertilisations around the aspects of gender equality in the Live Performance sector that have been identified as the key strands of this project, namely:
  - Gender equality in production
  - Gender equality off- stage
  - A sectoral culture of equality and respect, with no place for sexual harassment

The project steering group will be responsible, on the basis of the mapping work and on exchanges with the researchers and national social partners, for defining the precise practices, policies and approaches to be included in the framework of the two project workshops, but these might include previously-discussed issues raised in the framework of the social dialogue, such as production of works written by women; number and importance of roles of women on-stage; gender equality in orchestras and in the music sector; gender equality in the dance sector; gender equality among crew and gender segregation in sectoral professions. It would also encompass the challenges of ensuring gender equality in the Live Performance sector workplaces, including issues like work-life balance; equal pay; women in management; etc. A focus on sexual harassment will seek to offer insight into the many sectoral initiatives that have come into existence in the wake of #metoo, changing ways of working in a profound and ongoing way. These events would offer the opportunity to gain greater depth of insight into interesting initiatives highlighted in the initial survey phase of the project. These will be vital input for the project handbook. They can be deepened by study visits and interviews by the project researchers where useful.

- To publish a Sectoral Reader bringing together all of the project findings. This will be a source of inspiration and good practice for social partners and policy makers driving forward work to achieve meaningful gender equality in the Live Performance Sector;
- To provide the European Social Partners with a robust basis to develop their joint work on Gender Equality. The information gathered will be a solid basis for them to proceed with developing joint recommendations on how to further promote gender equality in the Live Performance sector, and to make use of social dialogue frameworks for guidelines or other types of actions and partnerships.

## **2. Purpose of the Contract**

The purpose of this contract is to subcontract the work of a *Project Researcher*, to undertake a mapping and research, with a special focus on the work and role of employers in the sector in relation to Gender Equality. The researcher will work in partnership with the expert of the trade-unions. The goal of this partnership is to produce a balanced, objective and comprehensive overview of the situation in the sector, taking in the full range of experience and practice of both employers and trade unions.

## **3. Tasks to be performed by the Contractor**

### **3.1 Description of tasks**

The researcher will be responsible for the following tasks:

- Preparation of methodology and questionnaire, defining its parameters and the approach, as well as the division of tasks (3 days)
- Drawing up of initial mapping and desk research (15 days)
- Attendance of study visits to ... countries, which will be decided in the course of the project (10days)
- Attendance of 2 workshops of which one in France and one in Brussels (3 days)
- Drawing up the final report including all good practice highlights and summarizing findings (15 days)
- Attendance of the launch of the Gender Equality Reader at the (autumn) social dialogue plenary meeting in 2021 (1 day)
- Attending project Steering Committee meetings: The researcher will attend the three scheduled Steering Committee meetings to discuss and report on the progress of the research.

### **3.2 Guidance and indications on tasks execution and methodology**

The researcher will be contracted on a freelance basis and will work under the immediate direction of Pearle\* in partnership with the Project leader FIA for the general execution of the contract (project partners). The Project Steering Committee will advise the researcher on execution and methodology of the mapping throughout the contract period. Pearle\* will be facilitating this process and assist the researcher where necessary. The researcher will report to the Steering Committee and the Project partners (Pearle\* & FIA) on a regular basis.

## **4. Expertise required**

The researcher must have proven previous experience in carrying out cross-European surveys, adequate legal expertise, strong analytical and communication skills to be able to fully understand

the specific national contexts and present the outcomes of the survey in a clear and comprehensive way both in writing as in spoken word.

## **5. Time schedule and reporting**

The contract starts on 1.2.2020 and ends on 31.12.2021

The total number of days for which the researcher will be contracted is 50.

The provisional timeline for activities is:

- Early in 2020: the project would begin with a first planning meeting of the steering group. It would review the draft survey and methodology for the literature review and begin the process of planning the events. There are about 8 months foreseen for this part of the research.
- Until end of the Summer 2020: The desk research and survey phase of the project proceed.
- June or September 2020: second steering group meeting, which would focus on planning the first project event in Autumn 2020.
- Autumn 2020 (possibly October): Gender equality in Production workshop (+/- 40 people)
- January 2021: 3rd Steering group: to prepare the second event in Brussels. This would take place in June.
- June 2021: Second workshop type event (+/- 50 people)
- June to October 2021: Finalisation of the Project Publication
- October 2021: Plenary Session of the European Sectoral Social Dialogue Committee on Live Performance

## **6. Payments and standard contract**

The research expert will be carrying out the study under the framework of a standard honorary agreement with the project coordinator, FIA – International Federation of Actors.

Payments will be made after receipt of invoice. The expert will send an invoice covering 25% of the price immediately after the signing of the contract (February 2020). He/she will send an intermediate invoice covering 30% of the price after presenting the draft version of the research to the Steering Committee (Summer 2020). He/she will send a second intermediate invoice covering another 30% of the price after finalising the project publication (October 2021). The final invoice of the remaining price is due after the sending of the finalised amended version of the research (December 2021 - 15%).

## **7. Price**

The maximum price is EUR 26000, - overheads and VAT included.

## **8. Selection criteria related to the financial and technical capacity of the bidders**

A selection committee of Pearle\*-Live Performance Europe will appoint the research expert on the basis of the following selection criteria: level of expertise (expertise requirements mentioned under point 4), coherence of methodology and the price.

## **9. Award criteria related to the quality of the bids received**

The contract will be awarded to the tenderer whose offer represents the best value for money - taking into account the following criteria:

- Level of expertise
- Coherence of methodology

It should be noted that the contract will *not* be awarded to a tenderer who receives less than 70% on the Award Criteria.

## **10. Content and presentation of the bids**

### **10.1 Content of the bids**

Tenderers are required to submit a CV and references with respect to earlier studies carried out. The tender will contain a study outline including a detailed draft work schedule on the basis of the project work programme.

### **10.2 Presentation of the bids**

The bids are to be presented on A4 format and to be submitted to Pearle\*-Live Performance Europe by post and email before 21 January 2020 to the attention of Mrs. Anita Debaere, Director Pearle\*, Square Saintelette 19, 1000 Brussels, Belgium; email: [anita@pearle.eu](mailto:anita@pearle.eu) with clear mentioning in the subject : “subcontracting researcher gender equality”