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Tender Specifications for subcontracting external expertise for the project

“Social dialogue and gender equality: Empowering education trade unions to address gender equality in the teaching profession through social dialogue”

Agreement number: VS/2017/0323

Subcontracting external expertise to carry out an audio-visual service

Brussels, 12 December 2017

Ref: SF/EE/9927

1. Background

The expert work to be carried out is part of the project **“Social dialogue and gender equality: Empowering education trade unions to address gender equality in the teaching profession through social dialogue”** (supported by the European Commission under the Call VP/2017/002 Information and training measures for workers’ organisations, Budget heading 04.03.01.05).

ETUCE, the European Trade Union Committee for Education, represents 111 education organisations in the EU/EFTA countries and 21 education organisations in the rest of Europe and represents more than 11 million teachers at all levels of education (pre-primary, primary, secondary and higher education, vocational education and training). ETUCE is the European Region of Education International, the global umbrella organisation of education unions.

ETUCE is a Social Partner and the representative voice of education trade unions in Europe. Its main objectives are to support teachers to strive for appropriate working conditions, e.g. workplace, working time, workload, social protection, gender equality, to represent the interest of teachers vis-à-vis the EU Institutions, to promote high quality education for all in Europe and to inform the national education unions and respective affiliates about the development in the EU policies in education and employment.

In 2010, ETUCE together with the European Federation of Education Employers (EFEE) established the European Sectoral Social Dialogue Committee for Education. In this forum representatives of national education unions and education employers in Europe meet regularly to discuss and commit to relevant education/employment issues. Moreover, ETUCE is well linked to other relevant social partners, e.g. the European Public Services Union (EPSU), UNI-Europa, etc.

ETUCE is also a European Trade Union Federation within the European Trade Union Confederation (ETUC).

ETUCE has carried out numerous projects regarding the promotion of gender equality in education and in the teaching profession, capacity building of education

trade unions, and enhancement of knowledge and expertise on the issues of gender equality through information and training measures for education trade union representatives across Europe. The most recent project in this field is "Promoting gender equality within teacher trade unions and in the teaching profession II – Implementing and reinforcing teacher trade union actions on gender equality in times of austerity". More information on the ETUCE projects is available at: www.csee-etu.org.

The present ETUCE project seeks to build the capacity of education trade unions to address the challenges of gender inequality through enhanced social dialogue in the education sector at national, regional and institutional level and to improve education trade unions' understanding of gender equality issues. The project also aims at raising awareness on the need to strengthen social dialogue at national and European level on gender equality in the education sector with the aim to enhance the professional profile of teachers, trainers and school leaders and to make the teaching profession more attractive for both men and women.

2. Purpose

ETUCE requires a Contractor (animated video maker) to produce a short animated video clip on gender equality issues in the teaching profession and ways to address them in social dialogue, using the information received from the project Advisory Group. This task requires the following skills:

1. Professional experience with audio-visual production (particularly animated video design) and post-production and all its associated elements.
2. Professional level of computer graphics and editing skills and the equipment means to accomplish these tasks successfully in a representative manner (including the integration of optional subtitles in several languages);
3. Ability to visualise artistic concepts and use computer imaging and editing software to realise these concepts;
4. Understanding of media production aspects to help achieving the objectives of the project;
5. Experience with producing short animated videos ideally on equality issues and/or educational issues (at European and national level);
6. Experience with producing an engaging video to be used for advocacy purposes. The video should appeal to the general public;
7. Understanding of social partners and their concerns and in particular with regards to gender equality and/or the education sector.

The Contractor contributes to the successful development of the project as a whole by actively participating in various project events. The project advisory group is the body entitled to guide the project/research implementation as concerns its organisation and evaluation.

3. Tasks to be performed by the Contractor

The Contractor in this project has the following tasks:

1. To implement the production and post-production of a short (maximum 2,5 min) animated video clip based in all respects on input from the project's Advisory Group and the ETUCE Secretariat (approximate time calculation for the budget proposal should include: two days meeting with the advisory group, three days meeting with ETUCE project coordinator, time for preparation and production);
2. To work closely with the project's Advisory Group, the Project Coordinator and the ETUCE Secretariat to implement the script and vision set out by them;
3. To create and deliver three versions of the final video clip: with English, French, and Russian subtitles;
4. To contribute to the successful development of the project as a whole, by actively participating in the advisory group meetings if needed;
5. To finalise the video clip taking into consideration any other request by the Advisory Group. The final draft of the film should be presented during the 5th Advisory Group Meeting well before the Project Closing Conference.

4. Payments and standard contract

The contract signed between ETUCE and the Contractor is subject to the Grant Agreement signed between ETUCE and the European Commission for this project initiative.

Payment of the fees defined in the contract will be made in two instalments dependent on the expert carrying out the relevant stages of work as listed above:

1. A first instalment amounting to 50% will be issued after signature of the contract, during the initial phase of the action.
2. A second instalment of the remaining payment will be issued after completion, delivery and approval by ETUCE of the final animated video as defined in above items.

Payments will be done by bank transfers to a bank account for which the Contractor will communicate the full details.

The contractual agreement is based upon and regulated by the European Commission's rules, provisions and requirements as set out in the project agreement with the European Commission, DG EMPL and Belgian law. The Contractor is obliged to fulfil the described tasks and duties of work to receive the final payment according to the contract.

ETUCE has the right, based on Belgian Law, to terminate the contract when the Contractor cannot perform the agreed tasks and duties accordingly.

Any conflicts of interests or disputes concerning the validity of this arrangement, the construction of its terms, and the interpretation of the rights and duties of the parties in the contract shall be governed by Belgian Law.

The contract may not be transferred without the parties' written agreement.

5. Price

5.1 Agreed amount

Subject to the Grant Agreement established between the European Commission and ETUCE for the purpose of this project, the total amount that the expert will receive in compensation for the tasks described here above during the project lifetime (01/12/2017 – 30/11/2019) will be of a maximum of 10.000,00 € **including all taxes** (such as, e.g. VAT).

5.2 Other arrangements

The expert is solely responsible for the payment of all expenditures or external support/cooperation proceeding from the tasks allocated to the expert.

Project film product: The ETUCE accepts that the animated video maker is free to use the video product as part of his/her own advertising work, as long as he/she includes the relevant reference to the ETUCE project and indicates that the action has received funding from the Union and shall display the European Union emblem in respect of Article II.7 of the Grant Agreement.

Further arrangements such as to the animated video format, the copyright, the onscreen credits and any other details is subject to negotiations before close of contract. It is understood that those arrangements do not change, in any way, the above agreed compensation amount.

However, in order to fulfil or respect the regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data:

- The Contractor must process personal data under the agreement in compliance with applicable EU and national law on data protection (including authorisations or notification requirements);
- The Contractor may grant its personnel access only to data that is strictly necessary for implementing, managing and monitoring the agreement;
- The Contractor must adopt appropriate technical and organisational security measures having regard to the risks inherent in the processing and to the nature of the personal data concerned.

6. Selection criteria

The selection will be based 1) on acceptance of the price offering the best price-quality relation and 2) on the availability during the two-years project for the requested tasks. The Contractor will be selected according to the standards of selection that have been developed by ETUCE. Main selection criteria are the expertise and capacity to deliver the work tendered for, the price-quality relation, the methodological quality and the tenderer's experience with quantitative and qualitative data analysis in the field of equal opportunities in the education sector.

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

7. Award criteria

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

1. Evidenced track record of professional experience with audio-visual production and post-production in the field of in the field of equal opportunities in the education sector and social dialogue in Europe
2. Language capacity
3. Understanding of the nature of the assignment
4. Capacity to work in a team
5. Ability to meet deadlines
6. Ability to meet budget allowance
7. Availability to attend meetings (please see Annex for the timetable of the project)

8. Content and presentation of the bids

8.1 Content of the bids

The bids should contain a detailed explanation of the qualifications and the expertise of the potential Contractor, e.g. information on references from the Contractor on similar projects already handled, to demonstrate his/her experience and capability to succeed in performing the tasks as set out in item 3 of this tender. The bids should include a detailed description of the methodology and tools applied to implement the audio-visual service as well as a project plan with detailed time and cost planning.

The external expert is requested to send a budget listing the costs by task including a fair estimation of the number of working days and the number of people.

8.2 Presentation of the bids

Replies have to be presented on 17 January 2018 at the latest:

ETUCE

Subject:

Social dialogue and gender equality

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Annex.

ETUCE project “Social dialogue and gender equality: Empowering education trade unions to address gender equality in the teaching profession through social dialogue”

Description of the Action

Name of the activity	Time
1 st meeting with the expert on the animated video	May 2018
3rd AG meeting (Brussels)	15 October 2018
2 nd meeting with the expert on the animated video	19 October 2018
4th AG meeting (right after the training workshop): final draft of the script for the animated video is approved	15(16) January 2019
Final meeting with the expert on the animated video – finalising the video	11 March 2019
5th AG Meeting (Brussels): to approve the animated video	15 April 2019
Subtitles for the animated video sent to translation in FR and RU	16 April 2019
Deadline for the production of the animated video	13 May 2019