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ETUCE - European Trade Union Committee for Education
Education International - European Region

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Tender Specifications for subcontracting external expertise for the project

Education for Social Change: The role of Education Trade Unions in addressing sustainable environmental development

Agreement number: VS/2020/0498

Subcontracting external expertise to carry out an audiovisual service

Brussels, 29 November 2021
Ref: SF/EE/10229

1. Background

The expert work to be carried out is part of the project “**Education for Social Change: The role of Education Trade Unions in addressing sustainable environmental development**” (supported by the European Commission under the Call VP/2020/002 Information and training measures for workers’ organisations, Budget heading 04.03.01.05).

ETUCE, the European Trade Union Committee for Education, represents 127 education trade unions across Europe and 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 trade 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.

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

Following the demand of ETUCE member organisations to support their work on sustainable development and its link to employment issues in the education sector, ETUCE is implementing the project “Education for Social Change: The role of Education Trade Unions in addressing sustainable environmental development”. The aim of the project is to build the capacity of education trade unions to prepare their affiliates to address environmental questions and climate emergency for sustainable development in education and training through social dialogue and collective bargaining with the view to address the impact that climate emergency and environmental sustainability measures have on the education sector in the European region.

From the practical point of view, the project seeks to promote concrete trade union measures and practices in addressing the environmental issues and sustainable development in education and in addressing in social dialogue and collective bargaining at all levels the impact of environmental problems on education institutions and teachers, academics, and other education personnel. From the policy perspective, the project strives to foster the topic of education on sustainable environmental development in the work of the European Sectoral Social Dialogue in Education (ESSDE) and in implementing the European Green Deal and UN Sustainable Development Goals, as well as introduce it as one of the education priorities of the European Semester and the Country Specific Recommendations, with the view to ensure a coherent and robust integration of learning about sustainable approaches to the environment in education policies, national curricula, and teacher initial and continuous professional development for all educational levels.

2. Purpose

ETUCE requires a Contractor (film maker) to work on the production of a short video (20-30 minutes) to document good practices of education institutions on addressing environmental issues and sustainable environmental development in education, using the collected and analysed information from the social partners through the project advisory group in three-four selected countries. This task requires the following skills:

1. Professional experience with audio-visual production and post-production and all its associated elements;
2. Professional level of lighting, filming, editing and the equipment means to accomplish these tasks successfully in a representative manner;
3. Ability for working with musical composition and sound mixing to accompany the final film;
4. Understanding of media production aspects to help achieving the objectives of the project;

5. Experience with filming short video ideally on environmental/ sustainability and/or educational issues;
6. Experience with producing an engaging film to be used for advocacy purposes. The video should appeal to the general public;
7. Experience in working and conducting interviews in English. Additional knowledge of French and Russian would be an asset;
8. Understanding of social partners and their concerns and in particular with regards the needs of education institutions and its personnel in addressing the challenges posed in regard to the environment, climate emergency and sustainable development.

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

3. Tasks to be performed by the Contractor

The contractor in this project will have the following tasks:

1. To implement the production and post-production of a short documentary video to document good practices of education institutions on addressing environmental issues and sustainable environmental development in education, 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: one day meeting with project applicant, two days meeting with the advisory group, about 2 days of filming in each of the three-four countries (depending on the good practices emerging from the project research), time for preparation and post-production, as well as 2 days participating in the closing conference);
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 short documentary: with English, French, and Russian subtitles;
4. To attend and document the good practices of the educational institutions in three-four selected countries related to addressing environmental issues and sustainable development in education;
5. To contribute to the successful development of the project as a whole, by actively participating in the advisory group meetings if needed;
6. To finalise the video taking into consideration additional information from the national education trade unions in selected countries, the online survey or any other request by the advisory group. The final draft of the film should be presented during the 5th Advisory Group Meeting before the Final Project 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. The first instalment amounting to 50% will be issued after signing the contract.
2. The second instalment of the remaining payment is to be paid to the Contractor on the successful completion of the activities, delivery of the final study report and the approval thereof by ETUCE 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 cancel 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 (01/12/2020 – 30/11/2022) will be of a maximum of 12.000,00 € **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.

Expenses: On receipt of full documentation according to European Commission requirements, the expert will be reimbursed for travel expenses including transfer to and from airport (by public transportation, taxis not reimbursed) – economy flight and second-class train tickets – and accommodation expenses – for his/her participation in the advisory

group meetings, the training workshops and the closing project conference. These activities are those previously set out in the Description of the Action (see Annex) - only subject to the changes that may be decided by the advisory group.

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 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 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 ratio and 2) on the availability during the two-year project for the requested tasks. The contractor is 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 work experience.

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 environmental issues and sustainable development and their impact on 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 by **10 December 2021** the latest to:

ETUCE: secretariat@csee-etu.org

Subject:

Education for Social Change: The role of Education Trade Unions in addressing sustainable environmental development

Annex.

ETUCE project “Education for Social Change: The role of Education Trade Unions in addressing sustainable environmental development”

Description of the Action

Name of the activity	Time
Meeting of project manager with film maker	10 January 2022
3 rd AG meeting (online)	13 January 2022
Filming good practices in Belgium and Slovenia	Spring 2022
1 st Training workshop (Rome) + filming of good practices in Italy	29 April 2022
2 nd Training workshop (Copenhagen) + filming of good practices in Denmark	2 June 2022
4 th AG meeting (Copenhagen)	3 June 2022
Finalisation of the video documentary and translation of subtitles	August-September 2022
5 th AG meeting (Brussels)	October 2022
Closing conference in Brussels: screening of the documentary	November 2022