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## ETUCE Call for tender to

### Subcontract external expertise to carry out audiovisual service

### EU Project 101102378 – APRES COVID

Brussels, date

SF/mdr/10363

#### 1. Background and objective of the project

The expert work to be carried out is part of the project “**APRES COVID: European Sectoral Social Partners in Education Addressing Psychosocial Risks for an Equitable and Sustainable recovery from the COVID-19 crisis**” (hereinafter "APRES COVID"). The project is a two-year initiative (01/10/2023 - 30/09/2023) funded by the European Commission under the Call SOCPL-2022-SOC-DIALOG Support for social dialogue.

The European Trade Union Committee for Education (ETUCE) represents 127 Education Trade Unions and 11 million teachers in 51 countries of Europe. ETUCE is a Social Partner in education at the EU level and a European Trade Union Federation within ETUC, the European Trade Union Confederation. ETUCE is the European Region of Education International, the global federation of education trade unions.

ETUCE is a sectoral 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., safe and healthy workplace, adequate working time and 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, a forum where representatives of national education unions and education employers in Europe meet regularly to discuss and commit to relevant education/employment issues.



Acknowledging that a well-supported and attractive teaching profession is at the heart of quality inclusive education, in their joint social dialogue work programme for 2022-2023, ETUCE and EFEE committed to the priority of ensuring quality employment and create safe, healthy, and decent working conditions in education.

In particular, the project "APRES COVID" implements the joint commitment of the education social partners on addressing the challenges related to the health, social and economic crisis caused by the COVID-19 pandemic and to ensure an equitable and sustainable education-led recovery.

This project "APRES COVID" seeks to further develop the joint work previously carried out by ETUCE and EFEE on occupational health and safety in the education sector by addressing the unprecedented long-term health and safety impact of the COVID-19 crisis, with particular attention to countering psychosocial risks in education to actively promote an equitable and sustainable education-led recovery. Besides, the project aims to enhance social dialogue and collective bargaining at European national and local level, reinforce the capacity of education social partners, facilitate exchanges of good practices and experiences among education social partners from diverse social dialogue cultures and structures on preventing and countering psychosocial risks in education.

In this context, building on the accomplishments of previous joint works of ETUCE and EFEE, this project aims to conduct an impact assessment and revision of the "Joint Practical Guidelines on How to Promote Joint Social Partner Initiatives at European, National, Regional and Local Level to Prevent and Combat Psychosocial Hazards in Education (2016)" as well as three social partner case study activities and a training seminar. Finally, the project has the objective of seeking the adoption of a possible Joint Statement of the ESSDE in addressing Psychosocial risks in education in the aftermath of COVID-19.

## **2. Legal basis**

The contractual agreement is based upon and regulated by the European Commission's rules, provisions and requirements as set out in the project grant agreement n. 101102378 ("APRES COVID" project) and the applicable Belgian law.

## **3. Purpose of the contract**

ETUCE requires a Contractor (expert on multimedia and audio-visual production), working on producing a set of dynamic short videos in cooperation with ETUCE to scale up the dissemination of the project outcomes, and recording footage of the project activities through the participation in the project activities (AG meetings, Case-study visits, training, final conference).

## **4. Service to be provided by the subcontractor**

The Subcontractor in this project will have the following tasks:



1. Record footage through participation in the various project activities (AG meetings, Case-study visits, training, final conference)
2. Develop a set of dynamic short videos, including production and post-production, in cooperation with ETUCE to scale up the dissemination of the project outcomes.
3. To contribute to the successful development of the project as a whole by actively participating in the advisory group meetings whenever needed;
4. 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.

## **5. Expertise required**

ETUCE requires the Contractor to have the following requirements:

1. Evidence track record of professional experience with audio-visual production and post-production, preferably in the field of education and/or labour market (at European and/or at national level).
2. Language capacity to work in English is required. The knowledge of additional languages included in the project (French, Russian, Slovenian, Dutch, and Portuguese) is considered as an asset.
3. Understanding of the policy issues addressed in the project.
4. Capacity to work in a project team.
5. Ability to meet deadlines.
6. Ability to meet budget allowance.
7. Availability to attend meetings through the project lifetime.

## **6. Time schedule and reporting**

The launch of the production starts after the signature of the contract by the two parties and the first meeting with the ETUCE project coordination team (January 2024). Taking into account regular input from the Advisory Group, the Contractor is expected to deliver a final set of dynamic short videos on an ongoing basis, no later than July 2025.

The rest working calendar will be agreed on the occasion of the first meeting between the ETUCE and the subcontractor.

## 7. Payments and standard contract

The contract signed between ETUCE and the Subcontractor 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%, issued after the contract signature and the submission of a duly filled-in invoice.
2. A second instalment for the remaining payment, issued after completion, delivery, and approval by ETUCE of the final outcomes upon submission of a duly filled-in invoice

The total amount that the expert will receive in compensation for the abovementioned tasks during the project lifetime will be a **maximum € 18,000.00 (VAT and all taxes included)**.

The Subcontractor is reimbursed for travel and accommodation expenses for their participation in the preparatory meetings, advisory group meetings, case studies, the project training seminar, and the final conference. These tasks are those previously set up in the Description of the Action only subject to the changes that may be decided by the Advisory Group.

## 8. Award and selection criteria

The contract will be awarded to the tenderer whose offer ensures the best value for money and no conflict of interest, considering the following selection criteria:

- Proven professional experience with audio-visual production and post-production and all its associated elements, including language skills – 20%.
- Experience with producing engaging audio-visual material to be used for advocacy purposes. The videoclips should be appealing to the public, especially to the younger generation - 15%.
- Professional level of graphics and editing skills and the equipment means to accomplish these tasks successfully - 15%.
- Understanding of media production aspects to help achieving the objectives of the project - 10%.
- Experience with producing audio-visual content ideally on social, labour market and/or educational issues (at European and national level) – 10%.
- Understanding of social partners and their concerns with regard to the needs of education institutions and their personnel in addressing the challenges of evolving labour market systems and occupational health and safety -10%.
- Ability to meet budget allowance – 10%.
- Ability to meet deadlines and ensure participation in the project activities, including travelling in several countries – 10%.

## 9. Content and presentation of the bids

### 9.1 Content of the bids

The bids should contain a CV ad portfolio with 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 participating in the tasks.

The tender bid must be drawn up in accordance with all the tender requirements set out in this call for tender. They must be accurate and concise and clearly show that the tenderer meets the requirements and is able to provide the services on the terms stipulated.

### 9.2 Presentation of the bids

Replies must be presented electronically via email **by 30 November 2023 (midnight, CET)** at the latest at:

**ETUCE**

Subject: External audiovisual expertise Project 101102378 – APRES COVID

Bischoffsheimlaan 15,  
1000 Brussels, Belgium

E-Mail: [secretariat@csee-etuice.org](mailto:secretariat@csee-etuice.org)

## 10. Selection of the bids

The evaluation and selection of the bids will be made by the ETUCE Secretariat in consultation with the project Advisory Group in accordance with the requirements set out in this call.