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# ETUCE

## European Trade Union Committee for Education EI European Region

### **Tender Specifications for subcontracting external expertise for the project**

European Sectoral Social Partners in Education promoting effective integration of migrants and refugees in education

**Agreement number: VS/2017/0368**

### **Subcontracting external expertise to carry out an audiovisual service**

Brussels, 12 December 2017

SF/pc/9923

### **1. Background**

The expert work to be carried out is part of the project *“European Sectoral Social Partners in Education promoting effective integration of migrants and refugees in education”* (supported by the European Commission under the Call VP/2017/001 Industrial Relations and Social Dialogue, Budget heading 04.03.01.08.), a two year initiative ending on 30/11/2019.

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-etuce.org](http://www.csee-etuce.org).

This project is meant to continue sustainably on the work that ETUCE and EFEE have accomplished in previous ESSDE Working Groups on the key role of the education social partners in addressing refugees' and migrants' integration into the education and socio-economic environment of the host countries across the EU and EU-candidate countries. Further to contributing to the implementation of a specific theme of the current ESSDE Work program, the project regards the promotion of social dialogue, demographic challenges and follows-up on the joint work on improving the support to educators dealing with students from migrant origin, including continuous professional development. In its aim to support the commitment of the social partners for facilitating an effective integration of refugees and migrants of all ages in the education system of a host country, ETUCE and EFEE directly support the implementation and follow-up of the Paris Declaration, contributing to promoting intercultural dialogue and democratic citizenship in education and training in general, as well as to prepare education institutions for a successful integration of students of migrant origin in education including the competencies of teachers, educators and school leaders.

## **2. Purpose**

ETUCE requires a Contractor (film maker), working on the production of a short video, using the collected and analysed information from the social partners through the project advisory group in 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 migration issues and social issues 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 and ideally also in French. Additional knowledge of Spanish, Dutch or Greek would be an asset;
8. Understanding of social partners and their concerns and in particular with regards the needs of schools, education institutions and its personnel who need to cater for the specific needs of migrant and refugee children and learners having experienced wars, persecutions and violations of human rights in their counties.

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 external expert in this project will have the following tasks:

1. To implement the production and post-production of a short video 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 countries, time for preparation and post-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 participate with representatives from the Advisory Group and the Project Coordinator in case studies in Spain, Serbia and Belgium and in each of them shoot a component of the final video under their supervision;
4. To provide transcripts of the case study interviews in English;
5. To create and deliver five versions of the final short documentary: with English, French, Spanish, Greek and Russian subtitles;
6. To attend and document the work of the social partners in three selected countries related social partners' initiatives promoting migrant and refugee children and learners' integration in education institutions and schools
7. To document the project through interviewing various stakeholders involved in the project such as teacher trade union representatives, employer organisation representatives, teachers, students, parental association representatives, etc.;
8. To attend and film possible actions of the social partners in those three selected countries;
9. To document and film concrete barriers to inclusive education for migrant and refugee learners as well as for schools and the teaching personnel;
10. To contribute to the successful development of the project as a whole, by actively participating in the advisory group meetings if needed;
11. To finalise the video taking into consideration additional information from the country case studies, the online survey or any other request by the advisory group. The final draft of the film should be presented during the 3rd 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. 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 applicable 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 change by the European Commission in the final Grant Agreement which is to be 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 maximum 20.000,00 € including all taxes (such as, e.g. VAT).

### *5.2 Other arrangements*

**Expenses:** The expert is reimbursed, on receipt of full documentation according to European Commission requirements the travel – economy flight and train tickets - and accommodation expenses – and transfer to and from airport (by public transportation, taxis not reimbursed) for his/her participation in the preparatory meeting, advisory group meetings, case study visits and training seminars and the final project conference as project expert. 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.

**Project film product:** The ETUCE accepts that the expert is free to use the film 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 European Union and shall display the European Union emblem in respect of Articles II.11.1 and II.8 of the Grant Agreement.

**Further arrangements such as to the film 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 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. Evidence track record of professional experience with audio-visual production and post-production in the field of migration and social issues and/or educational issues (at European and national level)
2. Language capacity
3. Understanding of the nature of the assignment
4. Capacity to work in a team project
5. Ability to meet deadlines
6. Ability to meet budget allowance
7. Availability to attend meetings

## **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 participating in the tasks.

#### *8.2 Presentation of the bids*

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

ETUCE

Subject: External expertise for **European Sectoral Social Partners in Education promoting effective integration of migrants and refugees in education**

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## **Annex**

### ***“European Sectoral Social Partners in Education promoting effective integration of migrants and refugees in education”***

#### **Calendar of the actions**

<b>Project activity</b>	<b>Date(s) proposed</b>
<b>1st Advisory Group meeting, Brussels</b>	January 2018
<b>1st case study, Spain</b>	May 2018
<b>2nd case study, Serbia</b>	September 2018
<b>3rd case study, Belgium</b>	November 2018
<b>2nd Advisory Group meeting, Brussels</b>	January 2019
<b>1st Training Seminar, Denmark</b>	March 2019
<b>2nd Training Seminar, Cyprus</b>	June 2019
<b>3rd Advisory Group meeting, Brussels</b>	September 2019
<b>Project Closing Conference, Brussels</b>	October 2019
<b>4th Advisory Group meeting, Brussels</b>	November 2019