

Call for Tender

Video-maker – Effective School Management in the Twin Transition – Evolution of Teachers Working Time due to the Green and Digital Transitions – Education Employers Capacity Building Project

Deadline to respond:	30 April 2023
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The European Federation of Education Employers is pleased to launch a call for a video-maker to record during four events and to create videos in the framework of the implementation of the project “*Effective School Management in the Twin Transition – Evolution of Teachers Working Time due to the Green and Digital Transitions – Education Employers Capacity Building Project*” supported by the European Commission under the European Social Fund+ (ESF+) Social Prerogatives and Specific Competencies Lines (SocPL).

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1. Background

1.1. The organisation

The European Federation of Education Employers (EFEE) is a recognised European social partner organisation for education employers. EFEE represents in total 61 education employers' organisations in 27 European countries of all sectors of education, from pre-school to higher education, research, and VET, including ministries of education, local government associations, school boards' and school heads' associations, non-public and private school associations, Conferences of University Rectors, and Networks of Private Universities. Our mission is to improve the quality of teaching and school management through European cooperation and dialogue. On the basis of the European Pillar of Social Rights, we raise awareness on and increase commitment to the European policy agenda and influence European policy by making the voices of our members heard. As an officially recognised European social partner in education, we, thereby, are in constant dialogue with EU institutions as well as other European partners such as trade unions and various educational networks.

Against this background, one of our declared core tasks is project management. EFEE continuously runs a great number of projects throughout the year. The aim of these projects is to foster mutual learning and exchange on current challenges and opportunities in the education sector. There are two core features characterising our projects: firstly, their transnational character and secondly, their strong evidence base. Regarding the former, participants are provided with the opportunity to travel to other European countries and to have exchanges with our members from all over Europe. Regarding the latter, an external expert is hired for every project to ensure the high scientific quality of our project results. EFEE is responsible for the day-to-day management of the project. This includes the project coordination (organisation of activities), supervision related to the project objectives (producing outcomes), and the administrative and financial tasks that come with it. EFEE will also draft Policy Recommendations based on the outcomes of the project. EFEE's General Secretary Daniel Wisniewski will be the project coordinator and he will be assisted with the implementation of the project by EFEE Project Manager Marie-Céline Falisse.

1.2. The project

1.2.1. The purpose

EFEE is about to kick-off the project *Effective School Management in the Twin Transition – Evolution of Teachers Working Time due to the Green and Digital Transitions – Education Employers Capacity Building Project*. This project will entail four main events: three peer learning activities and one final conference. The peer learning activities, which will be held in Ireland, Cyprus, and Slovenia, will aim to showcase good practices in the management of teachers' working time in the different levels of education while taking a deeper look into the challenges and opportunities of each of these countries and regions to implement more effective management systems. Towards the end of the project, a final conference will be organised in Brussels (Belgium). During this conference, the findings from the project will be disseminated to project partners and other education stakeholders.

1.2.2. The timeline

In order to deliver on the project's objectives, we will organise four events: three of them are peer learning activities taking place in Ireland, Cyprus, and Slovenia in the timeframe of 2023-2024. The project will close with a final conference in Brussels devoted to the sharing of the results obtained in each peer learning activity. Please find the preliminary timeline:

Date	Activity	Location
24-25 May 2023	1 st Peer Learning Activity	Dublin, Ireland
October 2023	2 nd Peer Learning Activity	Larnaka or Pafos, Cyprus
April 2024	3 rd Peer Learning Activity	Ljubljana, Slovenia
November 2024	Final Conference	Brussels, Belgium

1.2.2.1. Peer Learning Activities

The objective of the peer learning activities, which will each last 1 day and a half, is to provide education employers representatives and other education stakeholders with a platform to exchange, peer learn, and discuss the topics at stake in greater depth. The peer learning activities will also include local school visits, allowing participants to gain in-depth practical on-site knowledge on effective school management in the twin transition in the respective school contexts and therewith bound challenges and opportunities by engaging in a dialogue with school representatives.

1.2.2.2. Final Conference

The final conference, which will last 1 day, is devoted to sharing the results of the different peer learning activities, the result of the survey and research report, examples of best practices uncovered in the course of the project, the conclusions drawn, and foreseen follow-up actions. Participants will also be invited to discuss the outcomes of the project and to provide input to the final draft of the policy recommendations.

2. The video-maker

In order to ensure an engaging communication around the project and effective dissemination of the findings and results, we deem it crucial to invite a video-maker to assist us with the creation of several videos from the four events of the project. The video-maker is expected to take care of the video and sound recording of debates, interviews, and other sessions during three peer learning activities and one conference as agreed on with EFEE and, following each event, to edit the recorded materials into publishable videos.

Therefore, we expect the video-maker to have proven video recording and editing experience and ability to use recording equipment. Two cameras will be at the video-maker's disposal during the

events, though the video-maker is encouraged to bring their own (extra) recording equipment. Preferably, the video-maker will showcase understanding of school management and/or of education-related challenges in the twin transition in order to be able to identify the most relevant challenges and opportunities presented and discussed during the events. The total budget for subcontracting these tasks is €16.000.

2.1. Tasks to be performed by the successful candidate

The video-maker is expected to perform the following tasks in the framework of the project:

1. Participate in a pre-meeting with EFEE (online), three peer learning activities, and a closing conference.
2. During each peer learning activity and the conference, take care of the video and sound recording of several sessions (debates, interviews, etc.) as agreed on in advance with EFEE. To ensure quality recording and avoid any delays, the video-maker is expected to prepare and test the equipment before the start of each event.
3. Directly following each peer learning activity and the conference, edit the recorded materials in order to produce publishable videos and share them with EFEE for feedback. For each event, 2-3 videos of 10-15 minutes each will be expected.
4. If required, implement the feedback provided by EFEE in a timely fashion.

2.2. Requirements to be a successful candidate

The video-maker (hereafter, Contractor) is expected to display the following competences:

- Evidence track record of sound and video recording and editing experience
- Preferably, understanding of school management and/or of education-related challenges in the twin transition
- Ability to communicate fluently verbally and in writing in English (at least C1 level). Additional European languages such as French, Dutch, (Cypriot) Greek, and Slovenian will be considered an asset.

3. Payments and standard contract

The contract signed between EFEE and the Contractor is subject to the Grant Agreement signed between EFEE 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 Contractor carrying out the relevant stages of work as listed above.

1. A first instalment amounting to 50%, issued after signature of the contract during the second month of the action.
2. A second instalment for the remaining payment issued after completion, delivery and approval by EFEE of the final outcome.

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.

EFEE 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.

4. Price

4.1. Agreed amount

Subject to the final Grant Agreement established between the European Commission and EFEE for the purpose of this project, the total amount available for the tasks described here above during the project lifetime (01/05/2023 – 31/12/2024) will be of maximum €16.000 (about 40 working days at the rate of €400/day) of including all taxes (such as, e.g. VAT). The final amount will be paid depending on the previous experience of the contractor with regards to the above-mentioned tasks.

4.2. Other arrangements

Expenses: The Contractor is reimbursed, on receipt of full documentation according to the European Commission's requirements with regards to travel – economy flight and train tickets –, accommodation expenses, and transfer to and from the airport (by public transportation; taxis not reimbursed) for their participation in the peer learning activities and final conference.

Processing data: In order to respect the modernised Convention 108 (the regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000) and EU General Data Protection Regulation (GDPR) 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:

5. The Contractor must process the recorded data under the agreement in compliance with applicable EU and national law on data protection (including authorisations or notification requirements);
6. 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 data.

5. Selection criteria

Aside from the above stated requirements, the selection process will be based 1) on acceptance of the tender offering the best price-quality ratio and 2) on the availability during and immediately after the four activities of the project for the requested tasks. The Contractor is selected according to the standards of selection that have been developed by EFEE. Main selection criteria are the expertise and capacity to deliver the work tendered for, the price-quality relation, the 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.

5.1. Award criteria

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

- Evidence track record of video recording and editing experience and, preferably, understanding of school management and/or of education-related challenges in the twin transition
- Proficient capacity in the English language (additional European languages such as French, Dutch, Cypriot Greek, and Slovenian will be considered an asset)
- Understanding of the nature of the assignment
- Capacity to work in a team project
- Ability to meet deadlines
- Ability to meet budget allowances
- Availability to attend the three peer learning activities and the conference

6. Content and presentation on the bids

6.1. Content of the bids

The bids should contain a detailed explanation of the qualifications and the experience of the potential contractor, e.g. information on references from the contractor on similar projects already handled, to

demonstrate their experience and capability to succeed in performing the tasks as set out in section 2 of this tender.

The potential contractor is also 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 (if more than one person).

6.2. Presentation of the bids

Replies have to be presented by **30 April 2023 at the latest** to daniel.wisniewski@educationemployers.eu and marieceline.falisse@educationemployers.eu.

Subject: Video-maker for Teachers Working Time