

## Call for Tender

***Video-maker – Schools as learning institutions – European Social Partners in Education promoting effective quality and innovation management models in the education sector in a post Covid-19 era***

Deadline to respond:	<b>18 June 2023</b>
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The European Federation of Education Employers (EFEE) and the European Trade Union Committee for Education (ETUCE) are 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 “*Schools as learning institutions – European Social Partners in Education promoting effective quality and innovation management models in the education sector in a post Covid-19 era*” supported by the European Commission under the European Social Fund+ (ESF+) Social Prerogatives and Specific Competencies Lines (SocPL).

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# 1. Background: the LearningSchools project

## 1.1. Purpose and scope

EFEE and ETUCE about to kick-start the project *Schools as learning institutions – European Social Partners in Education promoting effective quality and innovation management models in the education sector in a post Covid-19 era*. This project is research-oriented and aims at establishing sustainable and efficient school environments involving all relevant stakeholders in a post COVID-19 era requiring new ways of managing innovation. Within this scope, different models of innovation management across EU countries will be identified and investigated, a working model of innovation management in education institutions will be developed with the aim to be mainstreamed, and guidelines will be prepared for education stakeholders, including ministries of education, local government representatives, school boards, trade union representatives, and education providers. These guidelines will focus on requirements and good practices to establishing an innovation management process that involves all stakeholders and includes means of monitoring progress and outcomes. Furthermore, the project includes the development of policy recommendations for education stakeholders to promote key elements when it comes to implementing and monitoring innovation management, as will be identified through the project itself.

Four events will be organised as part of the project, namely three peer learning visits (PLVs) and one final conference. The PLVs will be opportunities to present models of innovation management and to receive feedback on the results of the survey. Information and points for discussion will be prepared with the aim to gather feedback and practical insights from education employers and trade union representatives on good practices, obstacles and opportunities for promoting sustainable and innovative methods in European education institutions. The final conference will be an opportunity to discuss and disseminate the project outcomes, including the joint EFEE-ETUCE policy recommendations.

## 1.2. The timeline

In order to deliver on the project's objectives, four events will be organised; three of them are peer learning visits (PLVs) to take place in Spain, Montenegro, and Hungary in the timeframe of 2023-2024. The project will close with a final conference in Brussels devoted to the sharing of the results, including policy recommendations. Please find the preliminary timeline:

<b>Date</b>	<b>Activity</b>	<b>Location</b>
3-4 October 2023	1 <sup>st</sup> Peer Learning Visit	Madrid, Spain
Last week of November 2023 (exact days tbd)	2 <sup>nd</sup> Peer Learning Visit	Montenegro
April 2024	3 <sup>rd</sup> Peer Learning Visit	Budapest, Hungary
November 2024	Final Conference	Brussels, Belgium

### 1.2.1. Peer Learning Visits

EFEE and ETUCE member organisations will be given the chance to reinforce their capacity building regarding innovation management by taking part in peer learning visits in three different countries, namely Spain, Montenegro, and Hungary. PLV participants, as well as external stakeholders, will also be invited to present practices as examples for the implementation or the reassessment of processes in different countries. In addition, PLVs will include local school visits, allowing participants to gain in-depth practical on-site knowledge of the topic at stake in the respective school contexts and therewith bound challenges and opportunities by engaging in a dialogue with school representatives.

### 1.2.2. Final Conference

The final conference will take place in Brussels, Belgium. The conference is devoted to sharing the outcomes of the project, including the research report with guidelines and the policy recommendations. Relevant results from the different peer learning visits and examples of good practices uncovered in the course of the project will also be presented. Participants will 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 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 visits and one conference and, following each event, to edit the recorded materials into publishable videos.

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 innovation management models in the education sector in the post-Covid-19 era 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 20.000€.

### 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 and ETUCE (online), three peer learning visits and a final conference.
2. During each peer learning visit and the conference, take care of the video and sound recording of several sessions (debates, interviews, etc.) as agreed on in advance. 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 visit and the conference, edit the recorded materials in order to produce publishable videos and share them with EFEE and ETUCE for feedback. For each event.
4. If required, implement the feedback provided by EFEE and ETUCE 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 innovation management models in the education sector in the post Covid-19 era
- Ability to communicate fluently verbally and in writing in English. Additional European languages will be considered an asset.

## 3. Payments and standard contract

The contract to be signed between EFEE and the Contractor is subject to the Grant Agreement signed between EFEE and the European Commission for this project. 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% (10.000€), issued after signature of the contract.
2. A second instalment for the remaining payment (10.000€) issued after completion, delivery and approval by EFEE and ETUCE 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 will be 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 will be 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 if 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 will be of maximum €20.000 (about 50 working days at the rate of €400/day) of including all taxes (such as, e.g. VAT).

## 4.2. Other arrangements

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

- 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);
- 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 events 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 sound and video recording and editing experience and, preferably, understanding of innovation management models in the education sector in a post Covid-19 era
- Proficient capacity in the English language (additional European languages 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 visits 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 **18 June 2023 at the latest** to [daniel.wisniewski@educationemployers.eu](mailto:daniel.wisniewski@educationemployers.eu) and [marieceline.falisse@educationemployers.eu](mailto:marieceline.falisse@educationemployers.eu).

Subject: Video-maker for LearningSchools