



Supporting e-learning
and capacity building
for Natura 2000 Managers

LIFE e-Natura2000.edu

“Supporting e-learning and capacity building for Natura 2000 managers”

LIFE Preparatory project (Ref. LIFE17PREDE003)

Invitation to Tender (*)

Procurement - External Service Contract for production of videos to promote the project

Issued by: The EUROPARC Federation

Date: 03/02/2020

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1. Summary

This call for tenders is issued within the scope of the LIFE Preparatory Project, 'LIFE e-Natura2000: supporting e-learning and capacity building for Natura 2000 managers'. For the purposes of this tender, acting on behalf of the project partners, the contracting authority is The EUROPARC Federation. Their address is: Waffnergasse 6, D – 93047 REGENSBURG, Germany.

The project is led by the EUROPARC Federation, with the support of the project partners: the European Landowners' Organization, FUNGOBE, TESAF, KULLABERG, and ProPark. On behalf of the project partners, but with their close involvement, the external assistance contract for the project's evaluation will be co-managed by the EUROPARC Federation in collaboration with TESAF.

For the purposes of this tender, the contracting authority is The EUROPARC Federation. Their address is: Waffnergasse 6, D – 93047 REGENSBURG, Germany.

The indicative budget for this external assistance contract is €6,000 maximum, inclusive of VAT.

As a minimum, all bidders must have demonstrable experience of working with EU based NGOs or institutions.

Ultimately, those bidding for this contract, must evidence how their expertise will be applied within the scope of this contract and benefit the EUROPARC Federation in the promotion and delivery of this project.

The contracting authority is looking to engage an experienced external service provider to design, create and produce a minimum of two videos about the project and about the EUROPARC blended learning course to be delivered as part of the project. The videos must be branded as being part of the LIFEedu project and acknowledge the financial support of the LIFE programme.

The contract period runs for (up to) one month (maximum) from the date of the contract award.

Previous experience of delivering similar work as an external service contractor is required.

The issue date for the invitation to tender is 3 February 2020 with bids due to be received by 12.00 noon by or before 12 February 2020. A contract will be awarded by 14 February.

2. Overview of the project

LIFE e-Natura2000.edu, or LIFEedu for short, explores the potential of building new approaches and methods to improve knowledge and build capacity amongst Natura 2000 site managers in both public and private land, across the EU. The project aims to develop ways to counter the cost and increase the environmental sustainability of traditional training by creating a blended learning approach to capacity building using a mix of online tools and face-to-face methods: new, cost-effective ways of accessing information, practical learning, exchanging experience and connecting to peers are to be made available and tested through the project. The project addresses both the knowledge and skills required by Natura 2000 site managers, promoting a competence-based approach to what a manager needs to know and be able to do, and develops (as far as possible) new methods that can positively influence the attitude of individuals involved in Natura 2000 management.

3. Contract aims & objectives

The contracting authority is looking to engage an experienced external service provider to:

- Design, produce and release a minimum of two short videos, between 30 seconds and 2 minutes in length.
- Produce the videos in a format suitable for use to promote the project, primarily via social media.
- Ensure that the videos bear all compulsory content and credits.
- Hand-over to the contracting authority all design materials and a complete specification of the technical production process.
- Organise and run a comprehensive hand-over to the contracting authority's communication staff in Regensburg, Germany (see additional comment below).
- Ensure that the final approved versions of videos can be shared with the other project partners for their use.
- Provide project partners with advice – a short guidance – about how the videos can best be disseminated to generate maximum viewing figures.

Whilst the choice of software and production tools to be used are at the discretion of the contractor, it is expected that the software and production tools will be of a familiar standard and readily available for use by non-specialists – this is important to support the contracting authority, who may at some point in the future be interested to produce equivalent videos in-house. Therefore, an important feature of this contract is that the successful contractor must be willing and available to provide a comprehensive hand-over to the contracting authority's communication staff

The videos must be innovative, of highest quality and visually attractive. They should contain attractive images, which are free from any copyright restrictions on their use, and animated short, informative texts.

4. Contract deliverables & timescales

Reflecting the short period of the contract, an intensive production schedule is necessary – this is summarised as follows:

1	Tender issued	03/02/20
2	Tender submission deadline	12/02/20 (12.00 noon)
	Internal assessment	12/02/20
3	Contract awarded	12/02/20
4	Contract start date (date from which eligible expenditure may be incurred)	13/02/20
5	'Kick-off' meeting – contractor to present an outline of their proposals and ideas for design and production of the videos.	14/02/20
6	First concept videos produced & presented to contracting authority	19/02/20

7	Final versions of videos produced & presented to contracting authority	By 25/02/20
8	Hand-over of all design materials, video production specification details and social media dissemination process to the contracting authority's communication staff	By 26/02/20
9	First and final invoice submitted to the contracting authority for payment	By 28/02/20

5. Key relationships & contract management

The service contract will be managed on behalf of the project partners by the contracting authority, EUROPARC. The main point of contact will be the Project Manager, Neil McIntosh EUROPARC.

The contractor will always keep the contracting authority informed of contact with the other project partners.

6. Tender submission & return process

Bids must be submitted in English and sent by email to neil.mcintosh@europarc.org by or before 12.00 noon on Wednesday 12 February 2020 .

Tenderers must demonstrate within their proposal assurances that they have the necessary capability and capacity to meet the contract requirements, including evidence of a proven track record. Bids must include the following:

- A short narrative introduction to you/ your organisation.
- Your understanding of the brief.
- A detailed description of your proposed approach to meet the requirements of the contract, including timescales for delivery.
- Knowledge of and ability to work in related subjects.
- Evidence of previous work of a similar scope and scale.

In addition, tenderers must provide the following details within their proposals:

- Risk assessment associated with delivering the contract and how these would be managed.
- Skills, expertise and experience of your proposed team. This would include a breakdown of the contracted team by their role, experience and expertise.
- The costs of your bid broken down by each element and team member, time allocations for each team member and day rates.
- Any anticipated travel requirements and likely costs – this will be included in your overall bid, but specified separately.

All interested parties wishing to submit a bid must adhere to the following conditions:

- Bids must be sufficiently detailed with clear descriptions and costs for services to be provided.
- All Prices must be stated in EUROS, inclusive of VAT, which must be shown separately.
- Prices will be fixed for the period of the contract.
- In preparing a bid, potential contractors must note that one day is equal to 8.0 hours.

At no point following the submission of the bids will potential contractors be allowed to make changes to the substance of their proposals. Post-submission, any attempt to contact the contracting authority with a view to influencing the outcome will result in the immediate disqualification of that bid from consideration in the tendering process.

All bids received will be treated as being submitted as 'commercial in confidence'. All bids will be assessed for completeness, quality and cost. To ensure transparency and equal treatment of bids received, all bids will be opened and assessed on the same day and a confidential written record of the procedure used to assess the bids and the decisions reached will be maintained as part of the tendering procedure.

The outcome of decisions reached following the conclusions of the tendering process will be communicated individually to the proposer of each bid received. The decisions reached will be final and, at no point, will the contracting authority enter in to further discussion about the outcome.

7. Award criteria

The contract will be awarded to the tender evaluated by the contracting authority to demonstrate value for money, added value for the project and quality.

Note here that added value means the capacity of the tenderer as external assistance provider to complement the expertise and experience already available within the project and the contracting authority's communication staff. The successful contractor will support fully the project with specialist professional knowledge and the necessary skills required, whilst delivering the contract outputs at the most reasonable cost.

Indicatively, the maximum value of the contract will be a maximum of €6,000 inclusive of VAT. The scoring criteria are weighed as follows:

- Price 30%
- Added value 40%
- Quality 30%

Subject to satisfactory performance and delivery of external assistance services specified in this invitation to tender, payments will be made as follows:

- A full and final payment at the end of the contract period – this takes into account the short-term fixed period of the contract.

8. Intellectual property rights

All feedback, information and data gathered during the performance of the contract and production of the reports associated with the consultation process and outputs, including the intellectual property rights, will belong to the EUROPARC Federation.

9. Data protection & confidentiality requirements

All data management must comply with GDPR requirements - all reasonable precautions to protect user data security must be ensured.