



Creating the  
European Nature  
Academy for applied  
Blended LEarning

## LIFE ENABLE

**“Creating the European Nature Academy for Applied Blended Learning”**

**LIFE Preparatory project (Ref. LIFE20PRE/DE/000009)**

### Invitation to Tender

**Procurement - External Service Contract for video editing & provision of associated support services**

**Issued by: EUROPARC Federation**

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**Date: 01.02.2023**

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*The project and all actions are made possible with support from the LIFE financial instrument of the European Community*



## **INVITATION TO TENDER - TENDER SPECIFICATION**

**TITLE: "LIFE ENABLE" (Ref. LIFE20PRE/DE/000009)**

**Implementation Action A5**

**Creating the European Nature Academy for Applied Blended Learning**

**DATE TENDER ISSUED: 01.02.2023**

**Closing time & date: 23.59 on 17.02.2023**

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## 1. Summary

This call for tenders is issued within the scope of the LIFE Preparatory Project, 'LIFE ENABLE: Creating the European Nature Academy for Applied Blended Learning' (Ref. LIFE20PRE/DE/000009).

For the purposes of this tender, acting on behalf of the project partners, the contracting authority for this Invitation to Tender is EUROPARC Federation, with address: Waffnergasse 6, D-93047 Regensburg, Germany.

**The call for tenders is launched on 3 February 2023. Bids must be submitted in the required format and received by 23.59 on 17 February 2023. All bids received will be opened and assessed on 20 February 2023: it is planned to award a contract to the successful bidder by 22 February 2023.**

The contracting authority is looking to engage with an experienced external service provider to provide external support services for the editing of videos and production of basic filming guidelines to be produced and used as part of the competence-based capacity building courses that will be delivered through the European Nature Academy training hub (the LIFE ENABLE learning platform). Also, in discussion with the Contracting Authority, the contractor will produce practical 'how to' filming guidelines.

**Indicatively, the maximum value of this contract is €9,000 gross, inclusive of VAT. The VAT amount and rate must be stated separately on bids submitted. If the successful bid is from a country other than Germany, the contracting authority will make use of the reverse charge rule (intra-community supply of goods or services), and the Contracting Authority will pay VAT in Germany that is non-recoverable.**

Above all, the project requires a technical development contractor who is innovative, solution-oriented and able to think with partners. In particular, they should be able to demonstrate that they have previous experience of using and working with a variety of video-editing software. The videos will be for use with international viewers. Previous experience of

delivering similar work as an external service contractor within the scope of an EU funded project would be an advantage: those bidding for this contract should be able to demonstrate familiarity with EU funded project terms and conditions especially in relation to publicity.

It is essential that the contractor is fully competent in the necessary technical development services but, equally, is able to anticipate and incorporate advanced new technologies to future-proof the technical products created by this contract and ensure their sustainability and longevity. This will help to ensure that the European Nature Academy training hub and the digital functioning of the tools, including the videos produced and used, are capable of meeting users' needs and expectations now and in the future.

## 2. Background – about LIFE ENABLE

LIFE ENABLE is a forward-looking three-year project designed to build practical nature management capacity among Natura 2000 and Protected Area managers. It aims to equip individuals and their organisations with the competencies they require to meet the challenges and opportunities of nature management in the coming decade. The project will establish an enabling framework to create a training system for professional development that contributes to ensuring progress towards the realisation of the objectives and ambitions of the [EU Biodiversity Strategy 2030](#) and underpinning policies.

LIFE ENABLE is led by EUROPARC Federation with the support of 7 partners from 7 countries:

- [Alfred Toepfer Akademie für Naturschutz](#)
- [E.C.O. Institute of Ecology](#)
- [FUNGOBE, Fundación Interuniversitaria Fernando González Bernáldez para los espacios naturales](#)
- [Metsähallitus, Parks and Wildlife Finland](#)
- [MedPAN Mediterranean Protected Areas Network](#)
- [Propark Foundation for Protected Areas](#)
- [TESAF, University of Padova, The Department of Land, Environment, Agriculture and Forestry](#)

The partners involved in the LIFE ENABLE project recognise the importance of embracing and using new technologies and innovative training media, including videos, to meet the professional development needs of nature managers.

The capacity building courses to be delivered through the European Nature Academy emphasise the need for quality and effective online functionality across all aspects of Natura 2000 and Protected Areas' management.

Additional information about the LIFE ENABLE project including the European Nature Academy (ENA) online learning platform is provided in Annex 1 in this Invitation to Tender. Annex 2 describes the participants targeted through LIFE ENABLE. These annexes are integral to this Invitation to Tender.

### 3. Contract purpose

This external technical assistance contract requires the following three main deliverables:

- Technical advice and support for the production of a range of innovative LIFE ENABLE capacity building videos<sup>1</sup>. This includes videos which have been filmed already and require editing. Filming of the new videos will be the main responsibility of EUROPARC.
- Audio-visual editing services, often working to tight deadlines, for all videos produced according to EUROPARC's requirements and specifications. This will include the addition of sub-titles in many cases and potential addition of the project visual ID elements, such as logos, credits, music, titles, subtitles, etc.
- Production of short, practical, 'How to' guidance in relation to, for example, making GoPro demonstration videos. This guidance should be produced for beginners and also those with some experience. It should include hints and tips concerning image quality, choice of subject matter, typical duration (i.e. no longer than 5 minutes), introduction to the equipment, production of the script, framing, sound and image recording, lighting, camera settings for optimal video and sound quality, film duration, file handling and delivery means etc. Specific guidance should also be included for

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<sup>1</sup> Approximately 20 videos are envisaged of various durations – the majority of videos will be between 5 to 10 minutes, but some may be longer but less than 30 minutes in total.

underwater video-making. (\*Please note: the necessary equipment for filming will be provided by the EUROPARC Federation).

All bids submitted must clearly describe how these services will be provided as this will be central to the decision to award the contract.

#### a. Contract requirements

Specifically, the contract requirements of this external services technical support contract are to:

#### SUMMARY OF TECHNICAL DETAILS OF SERVICES TO BE DELIVERED

1. Adequate storage of raw video material, edited video material and linked elements that will enable future editing of the content
2. Files exchange: The service provider will be responsible to provide the necessary means for the file exchange, being EUROPARC Federation capable of sending or receiving files using WeTransfer's free version (up to 2GB at a time )
3. Editing in Adobe Premiere Pro 2023 Programme (the licence will not be provided by EUROPARC)
4. The video files will be provided by EUROPARC Federation in MP4 format and are recorded in 4k and HD.
5. Video format: After the edition, all videos should be exported with H.264 video codec, AAC Audio code to MP4 format in HD resolution 1920x1080 with a 16:9 aspect ratio and a **minimum Audio bitrate of 128 kbps**.
6. Branding: The videos should be edited with the project visual ID, provided by EUROPARC Federation.
7. Video subtitling in English (not just automated transcripts offered by Adobe, but also manually checking to ensure grammar is correct.
  - a. \*Potentially in the languages of the project partners - like: French, German, Italian, Spanish, Romanian, Finnish ... but this would be exceptional and agreed on a case by case basis.
8. Green screen editing
9. Colour grading

10. Music: The editor should provide and edit music and sound effects to the videos when considered necessary.

#### 4. Contract period

The successful contractor will be required to provide all services in relation to this external assistance contract between the date of the award of the contract and 31 December 2023. Subject to satisfactory performance, an extension to this contract may be negotiated and mutually agreed from 1 January to 30 April 2024.

At the agreed end-date, the contractor will provide full and permanent access rights to the technical specifications and guidance produced to the contracting authority.

##### a. Contract timeline

This external service contract has four main elements – following the contract award, these are as follows:

1. **Element 1**– Editing existing (already filmed) videos
2. **Element 2** – Producing practical video-making guidance.
3. **Element 3** – Editing new videos which will be produced.
4. **Element 4** – Routine and regular feedback throughout the contract to discuss work produced, services provided and planning for the next period’s work.

These elements are described in the following table:

1	Call for tender issued	03/02/2023
2	Tender submission deadline	17/02/2023
3	Contract awarded	22/02/2023
4	<b>Element 1 – to commence</b>	22/02/2023
5	Element 2 – to commence	22/02/2023
6	Element 3 – to commence	(no later than) 30/06/2023
7	<b>Element 4</b> – throughout the period of the contract	22.02 to 31.12.2023
8	<b>Decision about extension (subject to mutual agreement)</b>	By 30.11.2023

## 5. Tender submission & return process

Bids must be submitted in English. Bids must set out how they will deliver the contract effectively and efficiently and demonstrate relevant technical knowledge, skills and experience – bids must include:

- Include a clear reference to the LIFE project - the short title & reference as stated on the cover page to this invitation to tender must be included.
- A short narrative introduction to your company
- Evidence of previous work of a similar scope and scale, including at least two examples of similar work should be provided.
- Evidence of written work, for example, guidance, previously produced by your company: preferably, the guidance should have been produced for use by non-technical readers.
- Skills, expertise and experience of anyone involved in the delivery of the contract services. Short CVs would be useful.
- Your understanding of the external services to be delivered - in two-pages maximum:
  - A detailed description of your proposed approach to meet the requirements of the contract
  - Assurances about your company's availability over the full period of the contract milestones
  - How any risks associated with delivering the contract would be managed.
- Your quote - in two-pages maximum:
  - All costs quoted will be fixed for the period of the contract, in EUROS & inclusive of VAT, which must be shown separately.
  - All bids must:
    - Be sufficiently detailed with clear descriptions and costs for services to be provided - the costs of your bid must be broken down by:
      - Each service element
      - Time allocations for all people directly involved in the delivery of the services
      - Day rates per person – note that one person-day is equal to 8.0 hours.
      - Any anticipated travel requirements and likely costs.



The contract will be awarded to the most economically advantageous tender as assessed by the contracting authority, which demonstrate technological competence, value for money, added value and the quality of services being proposed.

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 with specialist professional knowledge and technical skills required for the project.

All bids received will be assessed in terms of their completeness: any bid which does not comply with the tender submission and return process (as specified above) will be automatically excluded.

Additionally, to assessing the overall quality of the bids submitted, other important decision-making criteria for the assessment process include the extent to which the bid:

- Meets the requirements of this Invitation to Tender
- Demonstrates clear understanding of the external services to be provided through the contract
- Demonstrates the bidder's ability and capacity to provide all the services required
- Commitment to meeting the anticipated needs and expectations of end users of the external services to be provided
- Flexibility in approach

Taking such criteria into account, the scoring criteria are weighted as follows:

- Price            45%
- Quality        55%

The outcome of the 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: at no point, will the contracting authority enter in to further discussion about the outcome.

a. [Contract terms & conditions](#)

Subject to satisfactory performance and delivery of external assistance services and products required, payment will be made as follows:

- 30% of the total contract value will be paid upon approval by the contracting authority of a draft detailed work plan to be provided by the tenderer and agreed with the contracting authority by 17 March 2023.
- 35% of the contract value will be paid in July 2023.
- The final 35% of the contract value will be paid in December 2023.

The tenderer must invoice the contracting authority for the relevant amounts and quote **‘LIFE ENABLE Ref LIFE20PREDE000009’** on each invoice, along with the contracting authorities address:

**EUROPARC Federation e.V.**

**Waffnergasse 6**

**93047-Regensburg**

**Germany**

And **‘VAT number: DE286294031’**

#### b. Additional notes

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’.

The contracting authority reserves the right not to award a contract should the quality and price of the bids received not meet tender requirements.

## 5. GDPR compliance & data archiving requirements

All data management must comply with GDPR requirements.

The contractor must treat all contract data in the strictest confidence. At no time will the contractor be able to use the videos and guidance produced for any other purpose outside the scope of the external service contract.

All videos and other guidance produced via the contract must be handed over to the contracting authority on request and certainly by the end of the contract.

Videos and guidance produced will be shared with the project partners only by the contracting authority.

## 6. Key relationships – contract management & lines of communication

Once awarded, the external service contract will be managed on behalf of the project partners by the contracting authority. All communication under this external services contract will be between EUROPARC and the contractor and be conducted online - the contractor must have the necessary means to manage and conduct online meetings. The main work between EUROPARC Federation and the contractor will be English.

Any potential travel and subsistence expenses which may be incurred to implement the contract must be agreed and approved in advance with the contracting authority: once agreed and approved, these costs must be detailed separately on invoices so that the costs can be reimbursed. Evidence of travel and spend – tickets, receipts, boarding passes etc. – must be provided with the invoices to substantiate the costs claimed for reimbursement.

Requests for further information or clarification about the invitation to tender should be addressed in writing to [neil.mcintosh@europarc.org](mailto:neil.mcintosh@europarc.org) with Sandra Grego and Fernando Pinillos in copy ([sandra.grego@europarc.org](mailto:sandra.grego@europarc.org) and [fernando.pinillos@europarc.org](mailto:fernando.pinillos@europarc.org)).

## 7. Intellectual property rights & confidentiality of data for products & services to be provided

At the end of the contract, the contractor must provide a full and complete handover of all materials related to the services provided. All products of this external service contract and intellectual property rights arising will belong to the project.

The contracting authority, as a project beneficiary, retains sole responsibility for the implementation and delivery of any external service contract which may be awarded arising

from the invitation to tender: it is expressly stipulated that any external service provider, which may be awarded a contract within the scope of this LIFE project, have no rights vis-à-vis the European Commission.

## Annex 1 – LIFE ENABLE’S European Nature Academy training hub (online learning platform) and tools

The European Nature Academy (ENA) will function as the online learning hub for Europe’s nature management professionals, including in particular forest and marine Natura 2000 managers, future trainers and mentors.

With inputs from all project partners, the LIFE ENABLE will be developed to offer:

- LIFE ENABLE’S European Nature Academy is the online learning platform created by the project. It is being developed to offer:
  - Modular learning capacity building programmes, including the competence-based approach and certification processes associated with the planned courses (see Annex 3)
  - Training and capacity building assessments (TNAs), as well as information on capacity development initiatives across Europe
  - Insight to capacity building plans for those countries where these have been developed
  - A library of learning opportunities from all over Europe – both at academic and non-academic levels – as well as links to useful national-level resources.
  - Other learning modules/courses, either integrating those that exist currently or those to be developed in future in the European Nature Academy.

The European Nature Academy’s capacity building courses focus on core competencies needed by all Natura 2000 and Protected Area managers. The courses include various modules on technical site management for forestry and marine governance, stakeholder engagement and communications.

## Annex 2 - Project participants & profiles

Users of the European Nature Academy training hub and tools will be nature management professionals from across Europe, as well as a range of relevant nature management organisations (e.g. public authorities and NGOs) working at European, national, regional and local levels. Through this service contract, specific attention will be given to meeting the training, learning and networking needs of Natura 2000 managers and Protected Area professionals working in forest and marine ecosystems.