



**NaturaConnect**

**“Designing a resilient and coherent Trans-European Network for Nature and People”**

**Horizon Europe Project 101060429 (HORIZON-CL6-2021-BIODIV-01)**

**Invitation to Tender**

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

**Issued by: EUROPARC Federation**

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**Date: 03.07.2024**

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Funded by the  
European Union



This procurement receives funding under the European Union’s Horizon Europe research and innovation programme under the grant agreement number 101060429. The EU is however not participating as a contracting authority in this procurement.

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

**TITLE: “NaturaConnect” (HORIZON-CL6-2021-BIODIV-01)**

**Implementation Work Package 1**

**Capacity Building, Communication and Dissemination**

**DATE TENDER ISSUED: 03.07.2024**

**Closing time & date: 23.59 on 23.08.2024**

### **Table of contents**

|                                                                                                  |    |
|--------------------------------------------------------------------------------------------------|----|
| 1. Summary                                                                                       | 2  |
| 2. Background – about NaturaConnect                                                              | 4  |
| 3. Contract purpose                                                                              | 5  |
| a. Contract requirements                                                                         | 6  |
| 4. Contract period                                                                               | 7  |
| a. Deliverable timeline                                                                          | 8  |
| 5. Tender submission & return process                                                            | 8  |
| a. Contract terms & conditions                                                                   | 10 |
| b. Additional notes                                                                              | 11 |
| 6. GDPR compliance & data archiving requirements                                                 | 11 |
| 7. Key relationships – contract management & lines of communication                              | 12 |
| 8. Intellectual property rights & confidentiality of data for products & services to be provided | 12 |
| Annex 1: The NaturaConnect Learning Platform                                                     | 12 |
| Annex 2: Target groups for the NaturaConnect Learning Platform                                   | 13 |

## 1. Summary

This call for tenders is issued within the scope of the [NaturaConnect](#) Project, as part of Work Package 1 (Stakeholder Engagement, Capacity Building and Communication). The contracting authority for this invitation to tender is EUROPARC Federation, with address: Waffnergasse 6, D-93047 Regensburg, Germany.

**The call for tenders was launched on 3 July 2024. Bids must be submitted in the required format and received by 23.59 on 23 August 2024. All bids received will be opened and assessed by 6 September 2024. It is planned to award a contract to the successful bidder by 9 September 2024.**

The contracting authority is looking to engage with an **experienced external service provider to provide support services for the editing of videos** to be produced and used as part of the NaturaConnect Learning Platform, that is publicly available at the [European Nature Academy](#).

Bidders are asked to outline their budget proposal, specified by specific services. 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 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 sound experience in video editing using Adobe Premiere Pro. The videos will be used for an international audience as learning materials as part of the [NaturaConnect Learning Platform](#). 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 NaturaConnect Learning Platform, including the videos produced and used, are capable of meeting users' needs and expectations now and in the future.

## 1. Background – about NaturaConnect

The NaturaConnect project is a four-year Horizon Europe project (HORIZON-CL6-2021-BIODIV-01) running from July 2022 - August 2026. Its main aim is to design and develop a blueprint for a truly coherent Trans-European Nature Network (TEN-N) of conserved areas that protect at least 30% of land in the European Union, with at least one third of it under strict protection as part of the [EU Biodiversity Strategy 2030](#). Together with key stakeholders, the project is working to create targeted knowledge and tools, and build the capacity needed to support European Union Member States in realizing an ecologically representative, resilient and well-connected network of conserved areas across Europe. EUROPARC Federation is leading Work Package 1 and responsible for overseeing the stakeholder engagement, communication, dissemination and capacity building efforts within this ambitious project. As part of this work, EUROPARC Federation is building an online training course, called the [NaturaConnect Learning Platform](#). The training course consists of 11 modules, that have the overall goal to build the capacities for improved conservation planning. Each module is developed by EUROPARC Federation with the support of one of the partners and features various materials in form of recorded presentations, videos, podcasts, e-books etc. The products (edited videos) resulting from this service contract are essential for the training course. The NaturaConnect training course is freely available online and to date features two finalised modules, including exemplary videos, that should be used as orientation for the editing of future videos. The other modules will be released throughout 2024 and 2025.

NaturaConnect is led by IIASA ([International Institute for Applied System Analysis](#)) with the support of 21 partners from different countries:

1. [Martin-Luther-University Halle Wittenberg \(MLU\)](#)
2. [German Centre for Integrative Biodiversity Research \(iDiv\)](#)

3. [University la Sapienza of Rome \(US\)](#)
4. [Netherlands Environmental Assessment Agency \(PBL\)](#)
5. [Birdlife Europe \(SBE\)](#)
6. [Birdlife International \(SBI\)](#)
7. [Research Centre in Biodiversity and Genetic Resources \(CIBIO\)](#)
8. [Evora University](#)
9. [National Centre for Scientific Research \(CNRS\)](#)
10. [University of Helsinki](#)
11. [State Council of Scientific Research \(CSIC\)](#)
12. [EUROPARC Federation](#)
13. [Humboldt-University \(UBER\)](#)
14. [Institute for European Environmental Policy \(IEEP\)](#)
15. [Rewilding Europe](#)
16. [WWF Central and Eastern Europe \(WWF-CEE\)](#)
17. WWF Romania
18. WWF Hungary
19. [Finish Environment Institute \(SYKE\)](#)
20. [University of Natural Resources and Life Sciences \(BOKU\)](#)
21. [University of Warsaw \(UW\)](#)

The contracting authority for this external service provision is EUROPARC Federation, as one of the consortium partners.

## 2. Contract purpose

This external technical assistance contract requires the following deliverable:

- Editing of recorded video presentations for each module as outlined below. These videos are recorded via ZOOM, either with a green screen or with the presentation embedded in the background. For further details see *Contract requirements*.
- When requested, the contractor will provide advice on how to record, manage or improve specific video material using ZOOM software for specific cases.

All bids submitted must clearly describe how the service will be provided and outline the specific costs for each video.

#### a. Contract requirements

Specifically, the contract requirements of this external services technical support contract are to edit a range of videos in a timely manner following the specifications:

**Edition:** The editing initially involves fine tuning of the clips in coordination with project representatives (duration, deletion of unwanted bits, replace incorrect information, etc...), in some cases the green screen removal and synchronisation of PowerPoint presentations in the background, and in all cases, this includes dialogue transcription and addition of subtitles in English language. The edition will also include the finetuning of the video sound for improved quality, the addition of branding elements, intro and credits to each video, which will be provided to the contractor.

**Quantity:** Approximately 24 videos are envisaged of various duration between 5 to 15 minutes (approx.), between the start of the contract and the end of the project in June 2026.

**File handling/exchange:** For the file management and hand-overs, the EUROPARC Federation will provide Google Drive storage so the contractor can handle the raw videos and other necessary files. For the delivery of finished materials, after approval, the same Google Drive storage may be used. In case this method is not appropriate, the contractor may provide another suitable file transferring method - in this case, all costs will be covered by the contractor and previous approval of EUROPARC Federation will be needed.

**Branding:** When necessary, the videos should be edited with the project visual ID, provided by EUROPARC Federation.

#### **File formats:**

- **For unedited videos:** The video files will be provided by EUROPARC Federation in MP4 format and the presentations, potentially in .PPT, .MP4 or another suitable format.
- **For edited videos:** All videos should be edited in Adobe Premiere Pro and exported using H.264 video codec and AAC Audio code to MP4 format in HD resolution

(1920x1080) with a 16:9 aspect ratio and a minimum Audio bitrate of 128 kbps (YouTube ready). Additionally, and for each edited video, the contractor must export and hand over an Adobe Premiere Pro project packed with all the necessary working files so each video can be re-edited by EUROPARC Federation afterwards, using this same software when necessary.

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

**Revisions:** For each video, at least two rounds of revisions from EUROPARC Federation are expected without being subject to extra charges.

**Delivery times:** The videos will be handled in sets (according to the calendar provided and subject to alterations). After each set of unedited videos has been handled, the contractor will count with a maximum of two weeks to edit and handover the final products.

**Availability:** Given two weeks for the editing of each video set, the contractor must remain available to meet the corresponding deadlines throughout the whole duration of the contract.

**Advice:** When requested, the contractor will provide advice (either by written or through online meetings) on how to record, manage or improve specific video material using ZOOM software.

### 3. Contract period

The successful contractor will be required to provide all services in relation to this external assistance contract between the start of the contract (15th of September) and 31st of December 2025.

|   |                            |            |
|---|----------------------------|------------|
| 1 | Call for tender issued     | 03/07/2024 |
| 2 | Tender submission deadline | 23/08/2024 |
| 3 | Contract awarded           | 09/09/2024 |
| 4 | <b>Start of contract</b>   | 15/09/2024 |
| 5 | End of contract            | 31/12/2025 |

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. Deliverable timeline

This external service contract requires the subcontractor to fulfil tasks once the recorded presentations are available, throughout the duration of the contract. The sub-contractor will have at least two weeks to fulfil the task of editing one set of videos. One set of videos consists of up to four videos. The preliminary timeline for the production of the videos is outlined below.

| Module                                                    | Number of videos (tbc) | Preliminary date                           |
|-----------------------------------------------------------|------------------------|--------------------------------------------|
| M1.4 Connectivity conservation                            | 3                      | 30 September/October 2024                  |
| M1.5 Integrated spatial planning                          | 2                      | 30 September/October 2024                  |
| M1.2 Cross-sectoral policy frameworks                     | 3                      | 31 December 2024                           |
| M2.2 Financial instruments                                | 3                      | 31 December 2024                           |
| M3.4 Spatial planning for protected and restoration areas | 3                      | 31 March 2025                              |
| M3.3 Connectivity analysis                                | 3                      | 31 March 2025                              |
| M3.1 Biodiversity modelling                               | 4                      | 30 June 2025                               |
| M3.2 Scenarios on land use and climate change             | 3                      | 30 June 2025                               |
| <b>Total number of videos between 5-15 minutes</b>        | <b>24</b>              | <b>Until 31<sup>st</sup> December 2025</b> |

#### 4. 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 NaturaConnec 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 (one video).
      - 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.

The contract will be awarded to the most economically advantageous tender as assessed by the contracting authority, which demonstrates 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 an 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 into 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:

- Payment upon finalisation of one video package, which includes all required videos for one learning module. The number of videos per package varies between two to four. The contractor will be informed on the exact number of upcoming videos in advance of the next package.

- Contractor must clearly outline the costs for one video, and the video package depending on the number of finalised videos.
- A preliminary list of planned video packages is outlined above (eight in total), with a varying number of videos.

The tenderer must invoice the contracting authority for the relevant amounts and quote **‘NaturaConnect’** 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 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 materials 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.

Requests for further information or clarification about the invitation to tender should be addressed in writing to Fernando Pinillos ([fernando.pinillos@europarc.org](mailto:fernando.pinillos@europarc.org)) with Simone Prestes Dürrnagel ([simone.prestes.duerrnagel@europarc.org](mailto:simone.prestes.duerrnagel@europarc.org)) and Marit Schnepf ([marit.schnepf@europarc.org](mailto:marit.schnepf@europarc.org)) in copy . The main contact persons during the contract period will be Fernando Pinillos and Simone Prestes Dürrnagel.

## 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 Horizon Europe project, have no rights vis-à-vis the European Commission.

## Annex 1: The NaturaConnect Learning Platform

The European Nature Academy (ENA) functions 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, NaturaConnect will develop a full training course (NaturaConnect Learning Platform) that will feature 11 modules on various topics related to conservation planning. The outline of the course and two finalised modules can be found on the [Learning Platform](#).

## Annex 2: Target groups for the NaturaConnect Learning Platform

Users of the NaturaConnect Learning Platform are 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.